SHARP®

MODEL

AR-FX12

MX-M350U
MX-M450U
MX-M350N
MX-M450N

FACSIMILE EXPANSION KIT

OPERATION MANUAL

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Be sure to become thoroughly familiar with this manual to gain the maximum benefit from the product.

Before installing this product, be sure to read the installation requirements and cautions sections of the "Operation manual (for general information and copier operation)".

Be sure to keep all operation manuals handy for reference including this manual, the "Operation manual (for general information and copier operation)" and operation manuals for any optional equipment which has been installed.

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■ FAX interface cable and Line cable:

These special accessories must be used with the device.

■ Notice for Users in Europe

This equipment complies with the requirements of Directive 1999/5/EC.

CE

Dieses Gerät entspricht den Anforderungen der EU-Richtlinie 1999/5/EG.

Cet appareil est conforme aux exigences de la directive 1999/5/CE.

Este aparato satisface las exigencias de las Directiva 1999/5/CE.

Quest'apparecchio è conforme ai requisiti delle direttiva 1999/5/CE.

Dit apparaat voldoet aan de eisen van de richtlijn 1999/5/EG.

Este equipamento obedece às exigências da directiva 1999/5/CE.

Denna utrustning uppfyller kraven enligt direktiv 1999/5/EC.

Dette udstyr overholder kravene i direktiv 1999/5/EF.

Dette produktet oppfyller kravene i direktiv 1999/5/EC.

Tämä laite täyttää direktiivi 1999/5/EY.

Ο εξοπλισμός αυτός πληροί τις πρόνοιες της Οδηγίας 1999/5/ΕΕ του Ευρωπαϊκού Κοινοβουλίου και του Συμβουλίου.

Bu cihaz Avrupa Parlamentosu ve Konseyi Direktifi 1999/5/EC 'nin gerekliliklerine uygundur.

Toto zařízení je v souladu s požadavky směrnice rady 1999/5/EC.

Seade vastab direktiivi 1999/5/EÜ nõuetele.

Ez a berendezés megfelel az 1999/5/EK Irányelvnek.

Ši ierice atbilst tehniskam prasibam pec 1999/5/EC direktivas.

Šis prietaisas atitinka direktyvos 1999/5/EC reikalavimus.

To urządzenie spełnia wymagania dyrektywy 1999/5/EC.

Tento prístroj je v súlade s požiadavkami smernice rady 1999/5/EC.

Ta oprema je v skladu z zahtevami Direktive 1999/5/EC.

Acest echipament se conformează cerințelor Directivei 1999/5/CE.

Това оборудване отговаря на изискванията на Директива 1999/5/ЕО.

This equipment works on on the British analogue public switched telephone network.
This equipment has been tested according to the pan-European TBR 21 regulation.
It will operate on all analogue telephone networks which comply with the TBR 21.
Please contact your dealer or network operator, if you are not sure whether your network operates according to TBR 21.

The Declaration of Conformity can be viewed at the following URL address.
http://www.sharp.de/doc/AR-FX12.pdf

■ Important Notice for New Zealand Users

General

"The grant of a Telepermit for any item of terminal equipment indicates only that Telecom has accepted that the item complies with minimum conditions for connection to its network. It indicates no endorsement of the product by Telecom, nor dose it provide any sort of warranty. Above all, it provides no assurance that any item will work correctly in all respects with another item of Telepermitted equipment of a different make or model, nor does it imply that any product is compatible with all of Telecom's network services. In particular the higher speeds which this modem is capable of, can only be achieved in ideal conditions."

"This equipment shall not be used in any manner which could constitute a nuisance to other Telecom customers."

This equipment shall not be set up to make automatic calls to the Telecom '111' Emergency Service.

To avoid telephone charges for local calls, be sure to store numbers "without" area code in your rapid or speed dial locations.

This equipment may not provide for the effective hand-over of a call to another device connected to the same line.

WARNING:

This is a Class A product. In a domestic environment this product may cause radio interference in which case the user may be required to take adequate measures.

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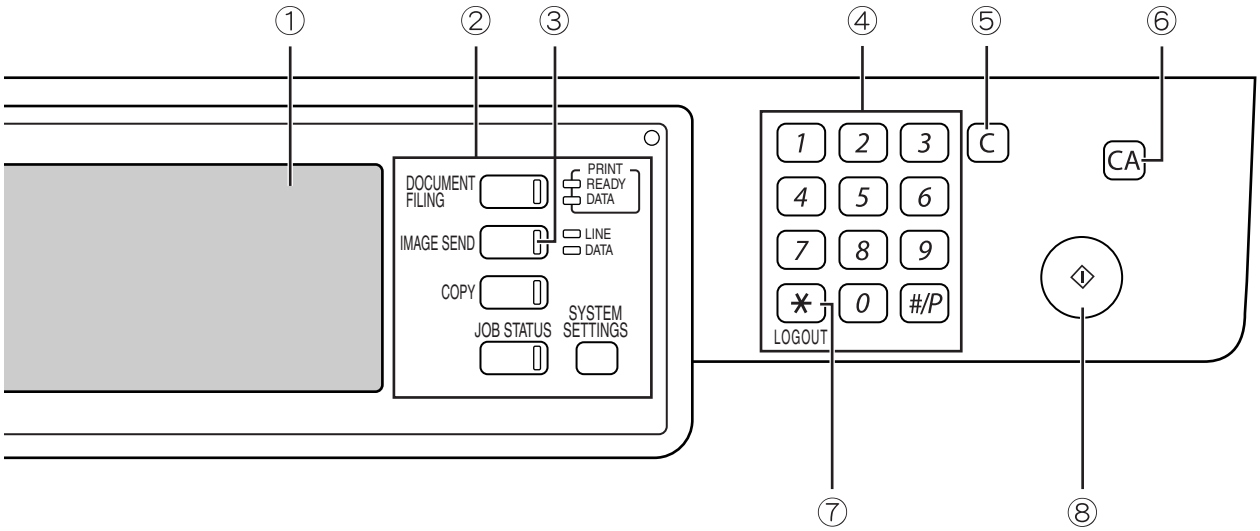
TO USERS OF THE MX-M350U/MX-M450U/ MX-M350N/MX-M450N

Thank you for purchasing an AR-FX12 Facsimile Expansion Kit. The Operation manual (for facsimile) that is included in the kit explains the procedures for using the fax function on AR-models, and thus some sections do not apply to the MX-M350U/M450U/M350N/M450N. This guide explains those sections, and should be used together with the Operation manual (for facsimile).

1. OPERATION PANEL

The operation panel of the MX-M350U/M450U/M350N/M450N is different from the panel described in the Operation manual (for facsimile). When reading explanations that use an illustration of the operation panel, refer to the illustration below. For the names and functions of the keys, see "A LOOK AT THE OPERATION PANEL" in the Operation manual (for facsimile) (page 1-3). (The numbers in the illustration correspond to the explanations.)



Model	Key name
The MX-M350N/450N, and the MX-M350U/450U with the document filing function added	DOCUMENT FILING
The MX-M350U/450U without the document filing function	PRINT

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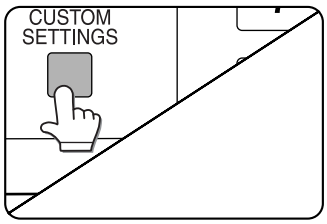
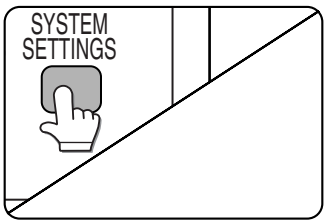
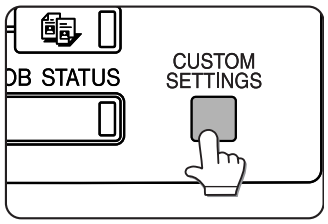
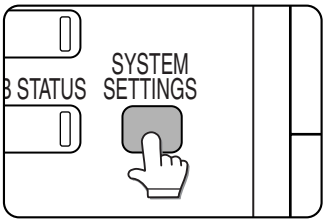
[SYSTEM SETTINGS] Key

The [SYSTEM SETTINGS] key on the operation panel is called the [CUSTOM SETTINGS] key in the Operation manual (for facsimile). When configuring system settings, refer to the illustration below. At other places in the Operation manual that refer to the "Custom Settings", substitute "System Settings".

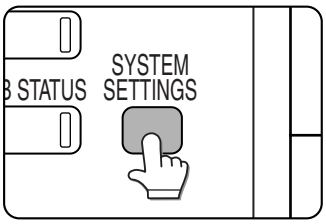
Location in Operation manual (for facsimile)	When using the MX-M350U/ M450U/M350N/M450N	Applicable function	Operation manual page (chapter)
		USING THE TRANSFER FUNCTION	Page 3-18
		Changes in the fax reception function	Page 5-2
		STORING, EDITING, AND DELETING AUTO DIAL KEYS AND PROGRAMS	Page 6-2
		STORING A GROUP INDEX	Page 6-9
		PROGRAMMING, EDITING, AND DELETING FCODE MEMORY BOXES	Page 6-10
		EDITING AND DELETING A MEMORY BOX	Page 6-14
		PRINTING PROGRAMMED INFORMATION	Page 6-14
		ADMINISTRATOR SETTINGS*	Chapter 8

* With respect to the administrator settings, see the following.

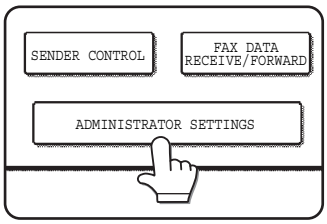
2. ADMINISTRATOR SETTINGS

The "Administrator Settings" in the system settings are referred to as "Key Operator Programs" in the Operation manual (for facsimile). For explanations of the administrator settings for the fax function, see chapter 8, "KEY OPERATOR PROGRAMS", in the Operation manual (for facsimile).
At places in the Operation manual (for facsimile) that refer to the "Key Operator Programs", substitute "Administrator Settings".
Due to this change, steps 1 to 3 on pages 8-3 and 8-11 are as follows.

1 Press the [SYSTEM SETTINGS] key.



2 Touch the [ADMINISTRATOR SETTINGS] key.



3 Enter the administrator password (5-digit number) with the numeric keys.

The factory default administrator password is indicated on page 2 of Administrator settings guide.

For the steps that follow, see pages 8-3 and 8-11 of the Operation manual (for facsimile).

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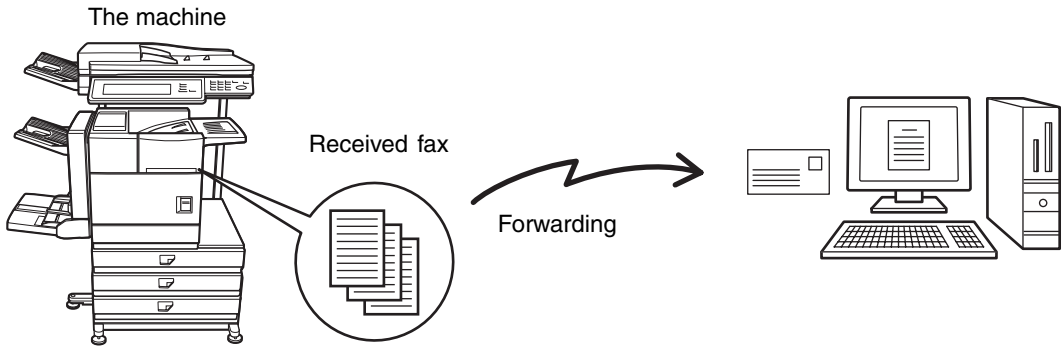
3. INBOUND ROUTING SETTINGS

Received faxes can be automatically forwarded to an e-mail address. This function can be used to forward received faxes directly to an e-mail address without printing the faxes.



NOTES

- To use the inbound routing function for received faxes, the network scanner expansion kit must be installed.*1
  *1 The MX-M350U/M450U require the network expansion kit (MX-NBX3).
- The file format of forwarded faxes is TIFF.

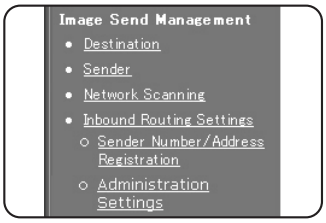
Configuring Inbound Routing Settings

Inbound routing settings are configured in the Web pages. For the procedure for accessing the Web pages, see "ACCESSING WEB PAGES" in the Operation manual (for image send). After configuring the settings, be sure to click [Submit] to save them.

■ Enabling inbound routing

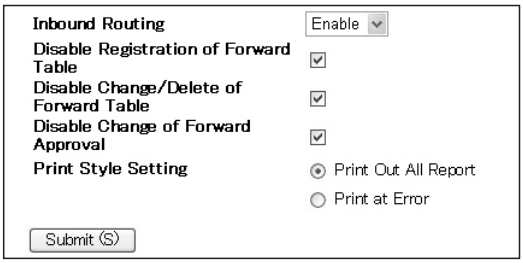
Enable this function before configuring the inbound routing settings.

1 Click "Administration Settings" in "Inbound Routing Settings" in the menu frame.



Administrator rights are required to access the "Administration Settings".

2 Enable "Inbound Routing".



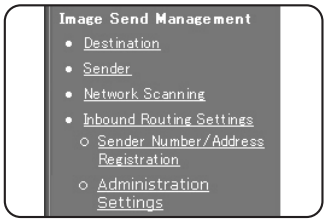
This enables the inbound routing settings.

3 Click [Submit].

■ Store sender numbers

Create a list of sender fax numbers. The list created here will be selected in "Sender Number/Address Registration" when a forwarding table is stored in step 9. Up to 500 sender fax numbers can be stored.

4 Click "Sender Number/Address Registration" in "Inbound Routing Settings" in the menu frame.



The "Sender Number/Address Registration" screen will appear.

5 Enter a fax number and click [Add to List].

To delete an entered fax number, select the fax number that you wish to delete from "Address to be Entered" and click [Delete].

6 Click [Submit].

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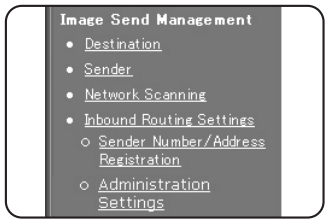
■ Storing a forwarding table

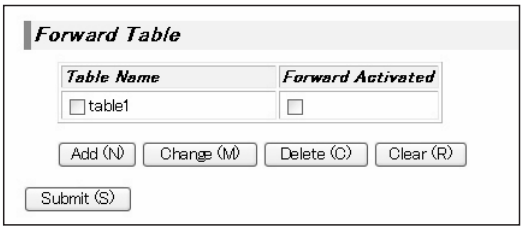
Specify a sender and a forwarding destination to create a table (list) that combines the sender and the forwarding address to which faxes from that sender are sent. The table will be added to the list of tables in the "Inbound Routing Settings" screen. Up to 50 tables can be stored.

7 Click "Inbound Routing Settings" in the menu frame.



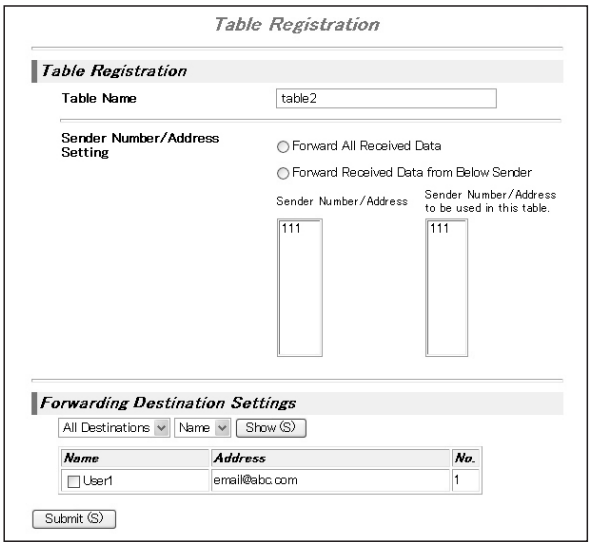
The "Inbound Routing Settings" screen appears.

8 Click [Add].



The "Table Registration" screen appears.

9 Enter a table.



- **Table Registration**

  Table Name:

  The name that appears as the "Table Name" in the "Inbound Routing Settings" screen.

  Sender Number/Address Setting:

  If you wish to have received faxes from all senders forwarded, select "Forward All Received Data". If you wish to forward the faxes of specified senders, select "Forward Received Data from Below Sender" and select the sender whose faxes you wish to forward from the addresses shown in "Sender Number/Address". Multiple addresses can be selected using the Shift key or the Ctrl key. Only an address that was stored in steps 4 to 6 can be selected here.

- **Forwarding Destination Settings**

  Forwarding Destination Setting:

  Specify the destination to which received faxes will be forwarded. Select the forwarding address from one-touch keys or group keys stored in the machine. Up to 1000 forwarding destinations can be stored.

10 Click [Submit].

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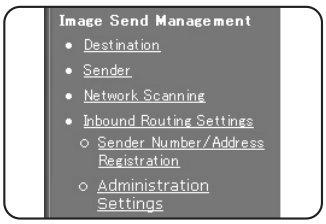
■ Activate the table

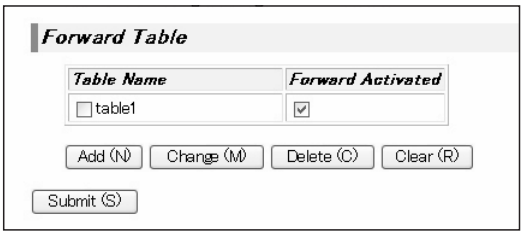
Activate the stored table to use it for forwarding.

11 Click "Inbound Routing Settings" in the menu frame.



The "Inbound Routing Settings" screen appears.

12 Select the [Forward Activated] checkbox of the table that you wish to activate.



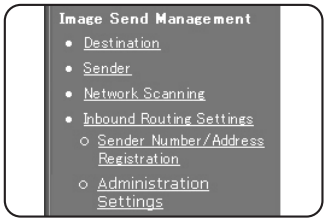
To delete a table, select the checkbox of the table and click [Delete].

13 Click [Submit].

■ Configuring advanced inbound routing settings

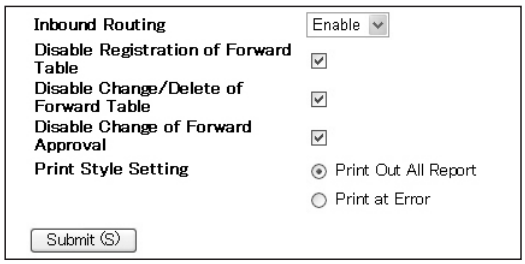
Advanced inbound routing settings can be configured for such purposes as prohibiting the storing of tables and prohibiting changes to the table activation settings. Administrator rights are required for these settings.

14 Click "Administration Settings" in "Inbound Routing Settings" in the menu frame.



Administrator rights are required to access the "Administration Settings".

15 Configuring administrator settings.



● **Administration Settings**

Inbound Routing:

Enable or disable inbound routing.

Disable Registration of Forward Table:

To prohibit the storing of tables, select this checkbox.

Disable Change/Delete of Forward Table:

To prohibit the changing and deleting of tables, select this checkbox.

Disable Change of Forward Approval:

To prohibit changes to the activation settings of tables, select this checkbox.

Print Style Setting:

Set the condition for printing received faxes.

To print out all received faxes when they are forwarded, select [Print Out All Report]. To print out received faxes only when a forwarding error occurs, select [Print at Error].

16 Click [Submit].

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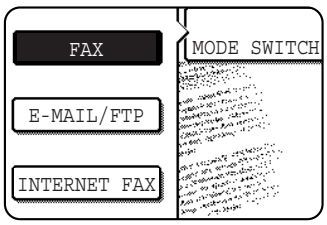
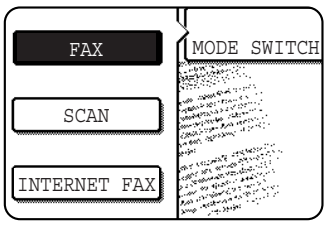
4. OTHER CHANGES

When using the fax function on the MX-M350U/M450U/M350N/M450N, make the following substitutions in the Operation manual (for facsimile).

Page	Changes	Location in Operation Manual (for facsimile)	When using the MX-M350U/M450U/ M350N/M450N
0-1	"INTRODUCTION"	Operation manual (for network scanner)	Operation manual **(for image send)**
1-4	"②" in the "Condition settings screen"	Use this key when the network scanner option is installed to switch between the "E-MAIL/FTP" and "INTERNET FAX" screens	Use this key when the network scanner option is installed to switch between the **"SCAN"** and "INTERNET FAX" screens
1-4, 2-2, 2-8, 3-3, 3-6, 7-3, 8-5, 8-6	Model name	AR-M355N/AR-M455N	**MX-M350N/MX-M450N**
2-8, 3-2, 3-6, 3-13, 3-17, 6-2, 6-6, 6-8, 7-3, 8-6, 8-10, 9-2		AR-M355U/AR-M455U	**The MX-M350U/450U without the document filing function**
2-2, 2-6 2-7	Step 1		
2-8	"Storing transmission jobs (memory transmission)"	This is called memory transmission, and up to 97 (maximum of 50 on the AR-M355U/ AR-M455U) jobs can be stored in memory at once, including the job currently being executed.	This is called memory transmission, and up to **94 (maximum of 47 on the MX-M350U/ 450U without the document filing function)** jobs can be stored in memory at once, including the job currently being executed.
3-6	"AUTOMATIC TRANSMISSION AT A SPECIFIED TIME (TIMER TRANSMISSION)"	A combined total of 97 (maximum of 50 on the AR-M355U/AR-M455U when a hard drive is not installed) timer transmission and memory transmission jobs can be stored.	A combined total of **94 (maximum of 47 on the MX-M350U/450U without the document filing function)** timer transmission and memory transmission jobs can be stored.
8-4	"Default display settings"	● [E-MAIL/FTP] (when the network scanner option is installed) ● [INTERNET-FAX] (when the network scanner option is installed)	● **[SCAN]** (when the network scanner option is installed) ● [INTERNET-FAX] (when the **Internet fax** option is installed)

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INTRODUCTION

Thank you for purchasing this product. This manual only explains the facsimile functions of the product. For safety precautions and general information on using the machine such as loading paper, clearing misfeeds, and handling peripheral units, see the "Operation manual (for general information and copier operation)". For other functions, see the following manuals as appropriate:

Copier function: See "Operation manual (for general information and copier operation)".

General and copier-related key operator programs: See the key operator's guide.

Printer function: See "Operation manual (for printer)". (if the printer option is installed)

Network scanner function: See "Operation manual (for network scanner)". (if the network scanner option is installed)

The explanations in this manual assume that certain peripheral units are installed.

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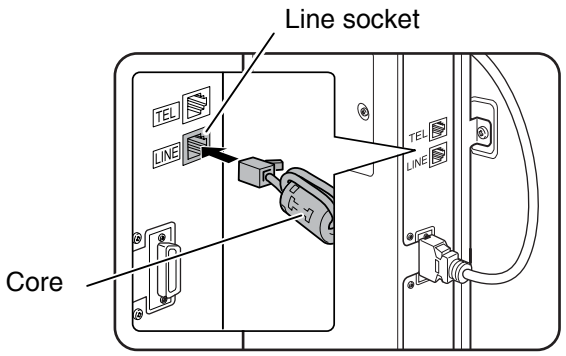
TO USE THIS PRODUCT CORRECTLY AS A FACSIMILE

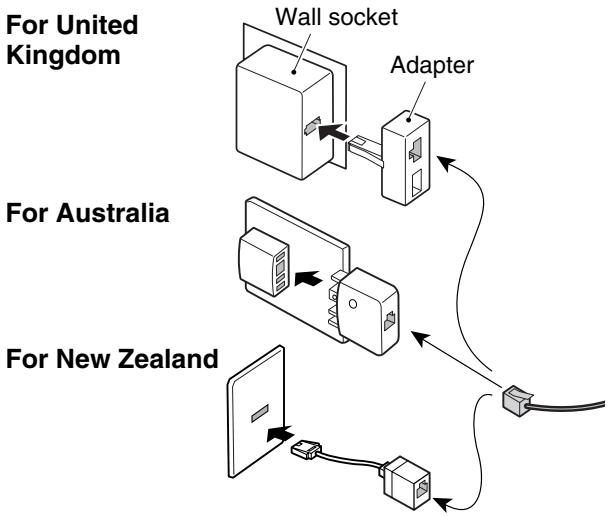
Several points must be kept in mind when using this product as a facsimile.
Please note the following:

■ Line connection

Use the telephone cable supplied to connect the machine to a telephone line. Insert the end of the line cord with the core into the LINE socket on the machine as shown. Insert the other end into the telephone line socket.

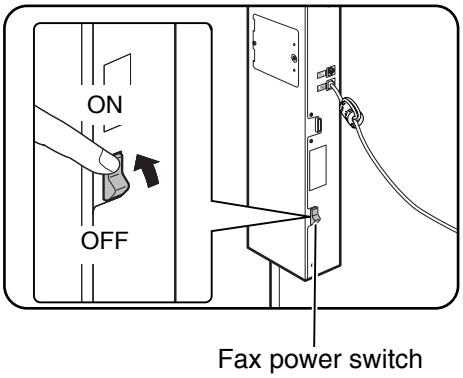


In some countries, an adapter is required to connect the telephone line cable to the wall telephone socket, as shown in the illustration.



■ Fax power switch

When using the machine, be sure to keep the fax power switch turned on at all times. The fax power switch must be turned on to receive faxes at night or send timer transmission faxes at night.



■ Setting the date and time and programming your sender's name and number

Before using the fax function, you must set the date and time and program your sender's name and number in the machine. This procedure is explained in "POINTS TO CHECK AND PROGRAM AFTER INSTALLATION" on page 1-2 of this manual.

■ Lithium battery

A lithium battery inside the machine keeps key operator program settings for the fax function in memory.

- When the battery dies, key operator program settings will be lost. Be sure to keep a written record of the key operator program settings.
- The life of the lithium battery is approximately 5 years if the machine power switch and fax power switch are kept continually off.

■ Other information

- If a thunderstorm occurs, we recommend that you unplug the power cord from the power outlet. Information will be retained in memory even if the power cord is unplugged.

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IMPORTANT SAFETY INFORMATION

- If any of your telephone equipment is not operating properly, you should immediately remove it from your telephone line, as it may cause harm to the telephone network.
- The AC power outlet shall be installed near the equipment and shall be easily accessible.
- Never install telephone wiring during a lightning storm.
- Never install telephone jacks in wet locations unless the jack is specifically designed for wet locations.
- Never touch uninsulated telephone wires or terminals unless the telephone line has been disconnected at the network interface.
- Use caution when installing or modifying telephone lines.
- Avoid using a telephone (other than a cordless type) during an electrical storm. There may be a remote risk of electric shock from lightning.
- Do not use a telephone to report a gas leak in the vicinity of the leak.
- Do not install or use the machine near water, or when you are wet. Take care not to spill any liquids on the machine.

NOTICE FOR USERS IN AUSTRALIA AND NEW ZEALAND

Your fax machine and the telephone system

WARNING NOTICE:
NO calls can be made to or from this fax during a mains power failure.

- This is a Class A product. In a domestic environment this product may cause radio interference in which case the user may be required to take adequate measures.

WARNING
Australian Communications Authority (ACA) regulations state that no unauthorised changes or modifications to this equipment are permitted.

Note: Complies with the following standards,
ACA TS001-1997, AS/NZS 60950:2000
AS/ACIF S002:2001, NZ TELECOM and AS/NZS CISPR 22:2002

These limits are designed to provide reasonable protection against interference in an installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause interference. However, there is no guarantee that interference will not occur in a particular installation.

If this equipment does cause interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and the receiver.
- Connect the equipment to an outlet on a different circuit to that which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

The Ringer Equivalence Number (REN) for this equipment is written on the A-Tick label.

Important safety information

In Australia, installing or modifying telephone lines should only be done by an ACA licensed serviceman. In New Zealand, installing or modifying telephone lines should be done in accordance with Telecom wiring practices.

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CHAPTER 1

BEFORE USING THE FAX FEATURE

This chapter contains basic information that you should know before using the fax function of the machine. Please read this chapter before using the fax features.

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POINTS TO CHECK AND PROGRAM AFTER INSTALLATION

After installing the unit and before using it as a fax machine, check the following points and program the required information.

■ Make sure the fax power switch is turned on

In addition to the machine power switch (see page 1-9 of the "Operation manual (for general information and copier operation)"), the machine also has a fax power switch (see "Fax power switch" on page 0-4). When using the machine, be sure to keep the fax power switch turned on at all times.

■ Make sure the correct date and time have been set

Make sure the correct date and time have been programmed in the unit (refer to page 2-11 of "Operation manual (for general information and copier operation)"). If the date and time are wrong, please correct them.
It is important to set the correct date and time because they are used for such features as Timer Transmission (page 3-6).

■ Program the sender's name and sender's number

The name and fax number of the user of the machine is programmed in "Fax own number and name set" (page 8-5) in the key operator programs.
The programmed name and number are printed at the top of each transmitted fax page. The sender's number is also used as an identification number when you use the Polling function to request transmission from another fax machine (See "USING THE POLLING FUNCTION" on page 3-14).

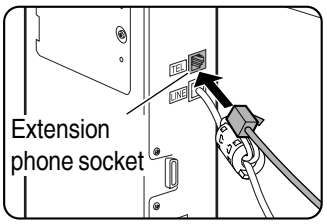
CONNECTING AN EXTENSION PHONE

You can connect a telephone to the machine and use it as an extension phone to place and receive calls like any normal phone. Fax reception can also be activated from an extension phone connected to the machine. (remote operation)

NOTES
- If you connect a combination telephone/answering machine to the machine, you will not be able to use the answering machine function.
- You can place calls from the phone even during a power failure.

CONNECTING AN EXTENSION PHONE

1 Insert the end of the extension phone cord into the extension phone socket on the rear of the machine.



Make sure you hear a "click" sound indicating that the cord is securely connected.

NOTE
In *New Zealand*, not all standard telephones and answering machines will respond to incoming ringing when connected to the extension socket of the equipment.

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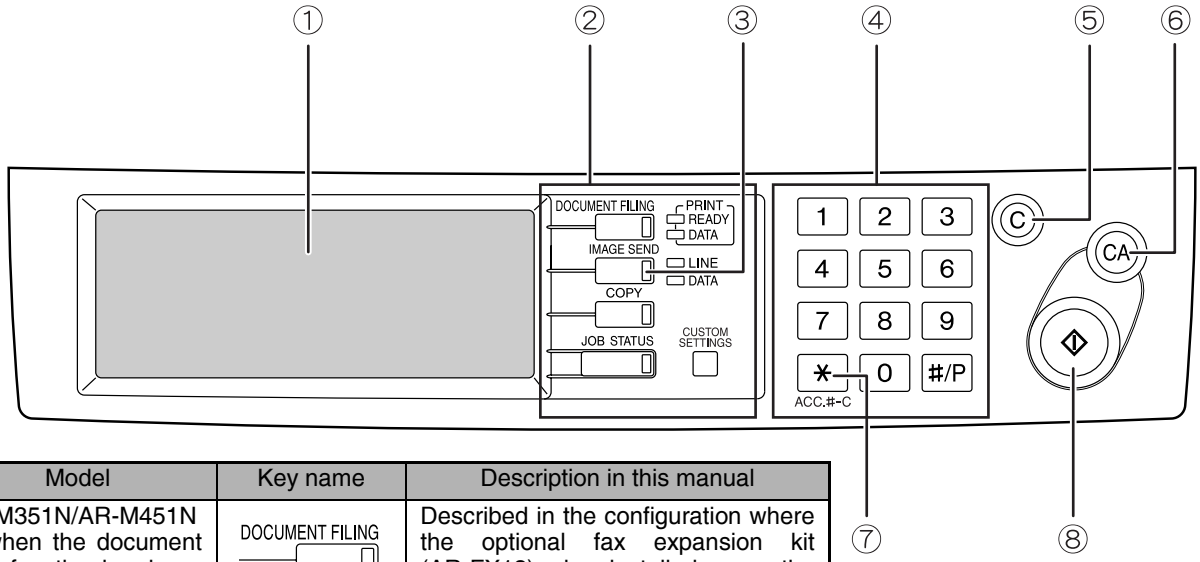
A LOOK AT THE OPERATION PANEL

The operation panel used for the fax function is described below.



Model	Key name	Description in this manual
AR-M351N/AR-M451N or when the document filing function has been added	DOCUMENT FILING	Described in the configuration where the optional fax expansion kit (AR-FX12) is installed on the AR-M351N/AR-M451N models.
AR-M351U/AR-M451U	PRINT	No functions related to document filing or Internet fax reception are described in this manual.

① **Touch panel (following page)**

- Messages and keys appear in the touch panel. Touch the displayed keys to select functions and enter settings.
- When a key in the touch panel is touched, a beep sounds and the key is highlighted.
- Keys that cannot be selected in a screen are greyed out. If touched, a double-beep will sound to alert you that the key cannot be selected.

② **Mode select keys (page 2-2)**

Use these keys to change modes.

③ **[IMAGE SEND] key**

Press to switch to fax mode. The main screen of fax mode will appear.

The screen that appears when this key is selected can be changed with "Default display settings" in the key operator programs (page 8-4).

④ **Numeric keys**

Use to enter fax numbers, sub-addresses, passcodes, and numerical settings. (See "MEMORY BOXES AND SUB-ADDRESSES/PASSCODES REQUIRED FOR F-CODE TRANSMISSION" on page 4-2.)

⑤ **[C] key (clear key)**

Use to clear a mistake when entering fax numbers, sub-addresses, passcodes, and numerical settings. One digit is cleared each time you press the key.

When an original is being scanned, this key can also be used to cancel scanning.

⑥ **[CA] key (clear all key)**

Use to cancel a transmission or programming operation. When this key is pressed, the operation is cancelled and you return to the main screen described on the following page.

This key is also used to cancel resolution, paper size and special mode settings.

⑦ **[✳] key (page 5-3)**

This is used to produce tone signals when you are on a pulse dial line.

⑧ **[START] key (page 2-3)**

Press to begin scanning an original for fax transmission.

NOTE

For the names and functions of the parts of the machine, see page 1-9 of the "Operation manual (for general information and copier operation)".

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FAX MODE (CONDITION SETTINGS SCREEN)

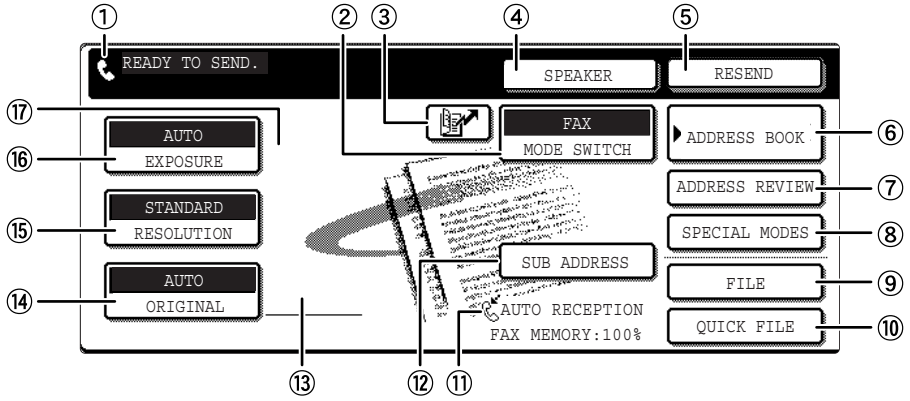
The condition settings screen of fax mode is displayed by pressing the [IMAGE SEND] key while the document filing mode (printer mode), copy mode, or job status screen appears in the touch panel. In the explanations that follow, it is assumed that the initial screen that appears after pressing the [IMAGE SEND] key is the condition settings screen (shown below). If you have set the display to show the address book screen (following page) when the [IMAGE SEND] key is pressed, touch the [CONDITION SETTINGS] key in the address book screen to display the condition settings screen.

"Default display settings" (page 8-4) in the key operator programs can be used to select whether the condition settings screen (below) appears or the address book screen (next page) appears when the [IMAGE SEND] key is pressed.

- When the network scanner option is installed, you can select whether the "E-MAIL/FTP" screen or the "INTERNET FAX" screen appears when the [IMAGE SEND] key is pressed (the selection is made in the key operator programs).

■ Condition settings screen

The display is initially set (factory setting) to show the following condition settings screen as the initial screen.



① **Message display**

Messages appear here to indicate the current status of the machine. The icon at left ( ) indicates fax mode.

② **[MODE SWITCH] key**

Use this key when the network scanner option is installed to switch between the "E-MAIL/FTP" and "INTERNET FAX" screens

③ **[ ] key (Speed dial key) (page 1-12)**

When a one-touch dial key or group key is stored in the address book, the machine automatically assigns it a 3-digit number (called a Speed Dial number in this manual). This key and the Speed Dial number can be used to abbreviate the transmission procedure (see Speed Dialing on page 2-4).

④ **[SPEAKER] key (page 1-12)**

Touch the [SPEAKER] key to dial and transmit a fax manually.

During dialing it changes into the [PAUSE] key, and after pressing the [SUB ADDRESS] key it changes into the [SPACE] key.

⑤ **[RESEND] key (page 1-12)**

Touch this key to redial the number most recently dialed with the numeric keys or a one-touch dial key. After dialing, this key changes into the [NEXT ADDRESS] key.

⑥ **[ADDRESS BOOK] key (page 2-4)**

Touch this key to display the address book screen (next page). Touch this key when you want to use an auto-dial number (one-touch dialing or group dialing).

⑦ **[ADDRESS REVIEW] key (page 3-3)**

When performing a broadcast transmission, touch this key to check your selected destinations. The selected destinations will appear and any unneeded destinations can be deleted.

⑧ **[SPECIAL MODES] key**

Touch this key to select one of the following special functions:

- Edge erase (page 3-4)
- Dual page scan (page 3-5)
- Timer transmission (page 3-6)
- 2in1 (page 3-7)
- Card shot (page 3-8)
- Job build mode (page 3-10)
- Polling (page 3-13)
- Memory box (page 3-15)
- Program (page 3-17)
- Transaction report (page 3-12)

⑨ **[FILE] key***

Touch this key to store a document image that you are transmitting in the hard disk (this includes selecting a user name, file name, and location).

⑩ **[QUICK FILE] key***

Touch this key to store a document image that you are transmitting in the temporary storage folder.

⑪ **Memory and reception mode display**

This shows the amount of fax memory that is free and the currently selected reception mode.

* Can only be used on the AR-M351N/AR-M451N, or when the document filing function has been added.

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⑫ **[SUB ADDRESS] key (page 4-3)**
Touch this key to enter a sub-address and passcode when using F-code transmission.

⑬ **Two-sided scanning icon display (page 2-7)**
Icons appear here when you touch the [ORIGINAL] key and select two-sided scanning. The icons can be touched to open function selection screens.

⑭ **[ORIGINAL] key (page 1-8)**
Touch this key when you wish to manually set the size of the original to be scanned or scan both sides of the original.

⑮ **[RESOLUTION] key (page 1-10)**
Touch this key to change the resolution setting for the original to be scanned. The selected resolution setting will be highlighted above the key. The initial factory setting is [STANDARD].

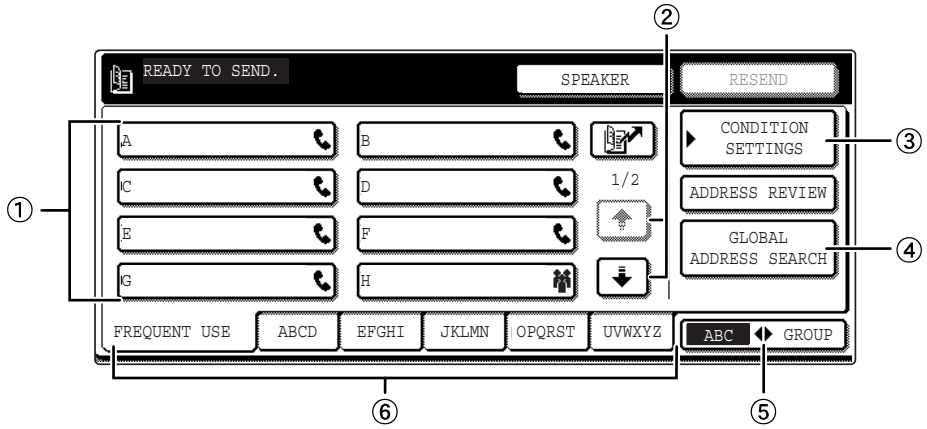
⑯ **[EXPOSURE] key (page 1-11)**
Touch this key to change the exposure setting for the original to be scanned. The selected exposure setting will be highlighted above the key. The initial factory setting is AUTO.

⑰ **Special mode icon display (page 5-2 of "Operation manual (for general information and copier operation)")**
When a special mode such as polling or dual page scan is selected, a special mode icon appears here.

■ Address book screen (alphabetically ordered)

The screen below appears initially when the address book is set as the initial screen using "Default display settings" (page 8-4) in the key operator programs.

- The screen below is the alphabetical index screen. You can also have the user index screen initially. (See "Default display settings" on page 8-4.)
- The screen appears as shown below when the network scanner option is not installed.



① **One-touch key display**
This shows the one-touch keys that have been stored on the selected "index card". The key type is indicated by the icon at the right. One-touch keys in which a fax number is stored are indicated by a "" icon. The display is initially set to show 6 keys. This can be changed to 8 or 12 using the key operator program. (See "The number of direct address/sender keys displayed setting" on page 8-4.)
Display illustrations in this manual show the display set to eight keys.

② **Display switching keys**
When more one-touch keys are stored than can be displayed in one screen, touch the keys to change screens.

③ **[CONDITION SETTINGS] key**
This displays the condition settings screen (previous page), which is used to set various conditions.

④ **[GLOBAL ADDRESS SEARCH] key**
Touch this key to search for a fax number on an LDAP server (page 2-5).

⑤ **[ABC ◆▶ GROUP] key**
Touch this key to switch between the alphabetical index and the group index.

⑥ **Index keys**
One-touch key destinations are stored on each of these index cards (alphabetical index or group index). Each time the selected tab is touched, the key display order changes from the order of storing (the initial display order), to ascending order, to descending order. As this is done, the icon on the tab indicates the current display order.

Storing order (initially selected)	Ascending order	Descending order
FREQUENT USE ABCD	FREQUENT USE ABCD	FREQUENT USE ABCD

Group indexes make it possible to store one-touch keys by group with an assigned name for easy reference. This is done with the custom settings (refer to pages 6-3 and 6-9). Frequently used one-touch key destinations can be stored on the FREQUENT USE card for convenient access.

NOTE
When the network scanner option is installed and a destination other than a fax numbers is stored in a one-touch key, one of the following icons will appear.
:Scan to E-mail destination
:Internet fax destination
:Scan to FTP destination
:Scan to Desktop destination
:Multiple destinations (Scan to E-mail, fax, etc.)

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ORIGINALS

ORIGINALS THAT CAN BE FAXED

■ Original sizes

	Minimum original size	Maximum original size
Using the automatic document feeder	A5: 210 mm (width) x 148 mm (length) (8-1/2" (width) x 5-1/2" (length)) A5R: 148 mm (width) x 210 mm (length) (5-1/2" (width) x 8-1/2" (length))	297 mm (width) x 800 mm* (length) (11" (width) x 31-1/2"* (length)) * Long documents can be loaded
Using the document glass		297 mm (width) x 431.8 mm (length) (11" (width) x 17" (length))

NOTE
Originals that are not a standard size (A5, B5, B5R, A4, A4R, B4, A3, 5-1/2"x8-1/2", 8-1/2"x11", 8-1/2"x11"R, 8-1/2"x14", 11"x17") can also be faxed.

■ Automatic reduction of faxed document

If the size (width) of the faxed document is greater than the receiving machine's paper size, the size will be automatically reduced.

Faxed document width	Receiving machine's paper width	Reduced size	Ratio (Area ratio)
A3 (11"x17")	B4 (8-1/2"x14")	B4 (8-1/2"x14")	1 : 0.78 (1 : 0.64)
A3 (11"x17")	A4 (8-1/2"x11")	A4R (8-1/2"x11"R)	1 : 0.5 (1 : 0.5)

A document can also be faxed without reducing its size. In this case, the left and right edges will not be transmitted. (See "Auto reduction sending setting" on page 8-7.)

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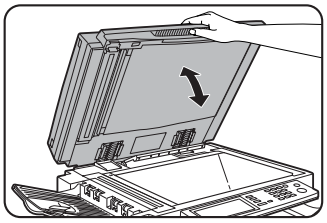
LOADING A DOCUMENT

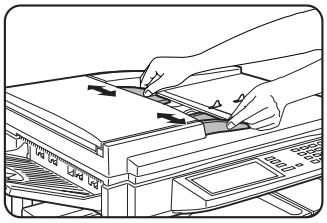
A document can be loaded in the automatic document feeder or on the document glass. Use the automatic document feeder when faxing a large number of sheet originals. Use the document glass to fax originals that cannot be scanned using the automatic document feeder such as thick or thin sheet originals or bound originals such as books.

USING THE AUTOMATIC DOCUMENT FEEDER

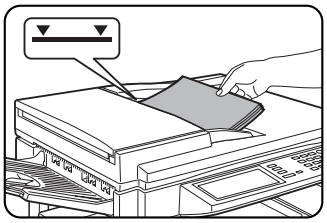
1 Lift the document glass cover and make sure a document is not placed on the document glass. Gently close the cover.



2 Adjust the document guides on the automatic document feeder to the width of the document.



3 Align the edges of the document pages and then insert the stack in the document feeder so that the first page is face down.



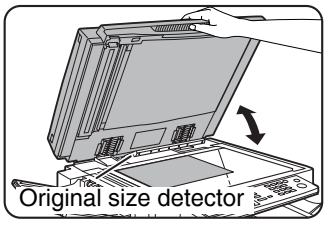
Insert the stack into the automatic document feeder until it stops. The stack should not be higher than the indicator line (maximum 50 pages, or 30 pages for 8-1/2"x14" or larger documents).

NOTES

- Use the automatic document feeder for long originals. The document glass cannot be used.
- When faxing a long original, touch the [LONG SIZE] key in step 3 of "MANUALLY SETTING THE SCANNING SIZE" (page 1-8).

USING THE DOCUMENT GLASS

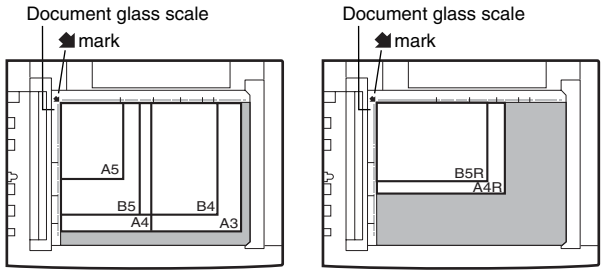
1 Open the document glass cover, and place the document face down on the document glass. Gently close the cover.



NOTE

Do not place any objects under the original size detector plate. Closing the document glass cover with an object underneath may damage the original size detector plate and prevent correct detection of the document size.

Regardless of the size of the original, place the original in the far left corner of the document glass. (Align the upper left-hand corner of the original with the tip of the ◢ mark.)



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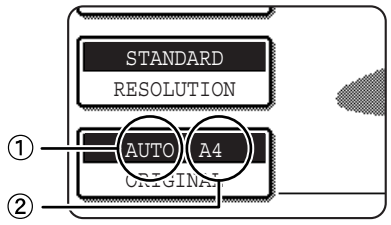
CHECKING THE SIZE OF A LOADED ORIGINAL

When a standard-size* original is placed, the original size is automatically detected (automatic original detection function) and displayed in the top half of the [ORIGINAL] key. Check the key to make sure that the original size has been correctly detected.
①:[AUTO] appears when the automatic original detection function is operating.
②:Displays the original size.
If a non-standard size original is placed or if you wish to change the scanning size, follow the steps below to manually set the original scanning size.



NOTE

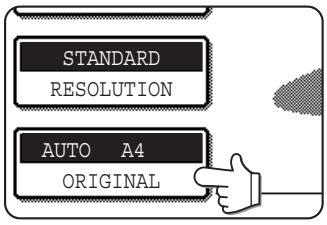
*** Standard sizes that can be detected are as follows:**

A5, B5, B5R, A4, A4R, B4, A3, 5-1/2"x8-1/2", 8-1/2"x11", 8-1/2"x11"R, 8-1/2"x14", 11"x17". If a non-standard size original is loaded (including special sizes), the closest standard size may be displayed, or the original size may not appear at all.

MANUALLY SETTING THE SCANNING SIZE

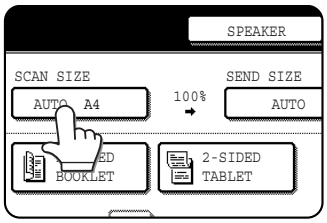
If you load an original that is not a standard size (such as an INCH size), or if the size is not detected correctly, you must touch the [ORIGINAL] key and set the original size manually. Perform the following steps after loading the document in the automatic document feeder or on the document glass.

1 Touch the [ORIGINAL] key.

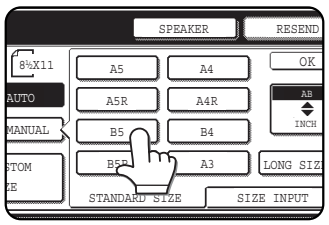


If the address book screen appears, touch the [CONDITION SETTINGS] key to display the condition settings screen (page 1-5).

2 Touch the key under [SCAN SIZE].

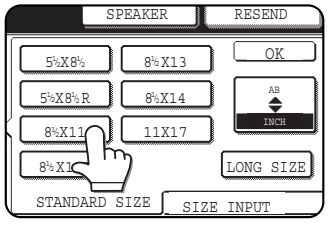


3 Touch the desired original size key.



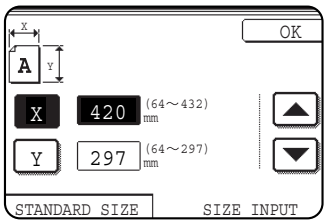
[AUTO] is no longer highlighted. [MANUAL] and the original size key you touched are highlighted.
If you placed a long original, touch the LONG SIZE key.

If you wish to select an INCH size, touch the [AB/INCH] key and then touch the desired original size key.



[INCH] is highlighted and INCH size keys are displayed. To return to the inch palette, touch the [AB/INCH] key once again.

If you placed a non-standard size original on the document holder or on the document glass, touch the [SIZE INPUT] tab and then enter the width (X) and length (Y) of the original with the ▲▼ keys.

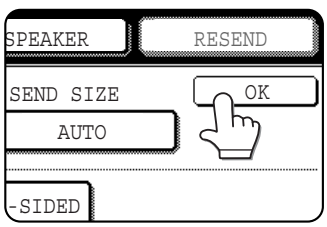


X (width) is initially selected. Enter X and then touch the Y (Y) key to enter Y. A width of 64 to 432 mm (2-1/2 to 17 inch) can be entered in X, and a length of 64 to 297 mm (2-1/2 to 11-5/8 inch) can be entered in Y.
If you frequently send documents that are the same non-standard size, you can store the dimensions as explained in "STORING, DELETING, AND USING ORIGINAL SIZES" on the following page. This will allow you to omit entry of X and Y each time you send that size of document.

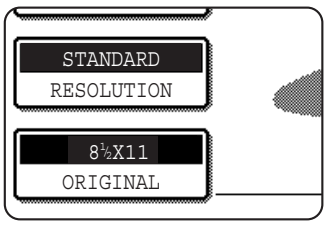
4 Touch the outer [OK] key.

Touch the [OK] key to return to the screen of step 2.

5 Touch the outer [OK] key.



6 The selected size appears in the top half of the [ORIGINAL] key.



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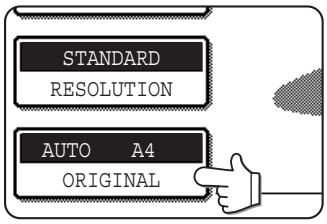
STORING, DELETING, AND USING ORIGINAL SIZES

Up to 9 special original sizes can be stored. Stored sizes can be easily called up and are not erased if the power is turned off. Storing a frequently used original size saves you the trouble of manually setting the size each time you fax that size of document.

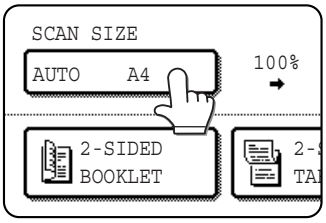
- To cancel an original size storing, using, or deleting operation, press the [CA] key or touch the [ORIGINAL] key on the screen.

STORING OR DELETING AN ORIGINAL SIZE

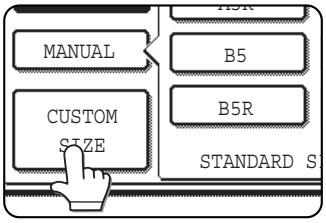
1 Touch the [ORIGINAL] key.



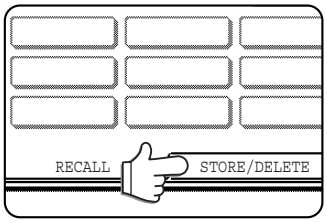
2 Touch the key under [SCAN SIZE].



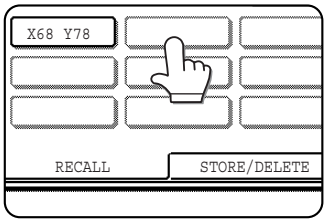
3 Touch the [CUSTOM SIZE] key.



4 Touch the [STORE/DELETE] key.



5 Touch the original size key ( ) that you wish to store or delete.

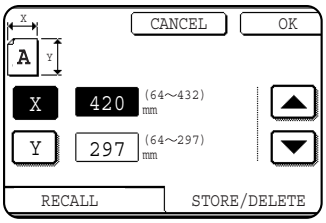


To store an original size, touch a key that does not show a size ( ). Keys that already have an original size stored will show the stored size (X68 Y78).

To delete or change a stored size, touch the key that shows the size that you wish to delete or change.

- If you are storing an original size, go to step 6.
- If you are deleting an original size, go to step 8.
- If you are changing an original size, go to step 8 and touch the [AMEND] key.

6 Enter the X (width) and Y (length) dimensions of the original with the ▲▼ keys.



X (width) is initially selected.
Enter X and then touch the (Y) key to enter Y. A width of 64 to 432 mm (2-1/2 to 17 inch) can be entered in X, and a length of 64 to 297 mm (2-1/2 to 11-5/8 inch) can be entered in Y.

7 Touch the [OK] key.

The original size entered in step 6 is stored in the key selected in step 5.

To exit, touch the [ORIGINAL] key.

8 When you touch a key that shows an original size in step 5, a message screen appears that contains the keys [CANCEL], [DELETE], and [AMEND].

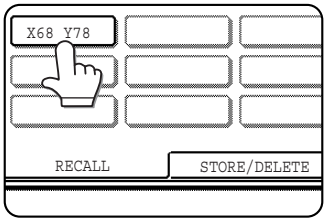
- To cancel the procedure, touch the [CANCEL] key.
- To delete the selected original size, touch the [DELETE] key.
- To change the original size stored in the key, touch the [AMEND] key. The screen of step 6 will appear to let you change the size.

9 To exit, touch the [ORIGINAL] key.

USING A STORED ORIGINAL SIZE

1 Follow steps 1 to 3 of "STORING OR DELETING AN ORIGINAL SIZE".

2 Touch the original size key that you wish to use.



3 Touch the [OK] key.

The stored original size is called up.

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SELECTING RESOLUTION AND EXPOSURE SETTINGS

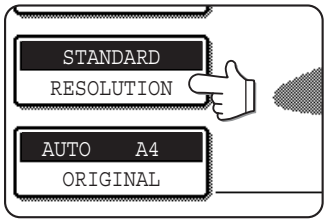
After loading an original, you can adjust the resolution and exposure settings to match the condition of the original-for example, if it has small or faint characters, or if it is a photo. After loading the original in fax mode, adjust the settings as explained below.

SELECTING THE RESOLUTION

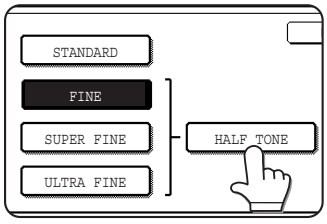
The initial resolution setting is STANDARD. To change the setting, follow these steps:

■ Change the resolution.

1 Touch the [RESOLUTION] key.

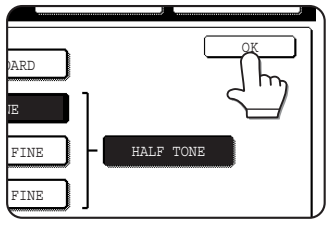


2 Touch the [STANDARD] key, [FINE] key, [SUPER FINE] key, or [ULTRA FINE] key.



The selected key is highlighted.
If you touched the [FINE] key, [SUPER FINE] key, or [ULTRA FINE] key, you can also select halftone by touching the [HALF TONE] key.

3 Touch the [OK] key.



You will return to the initial screen.

NOTES

- The factory default setting for the initial resolution is [STANDARD]. The initial resolution can be changed to a different setting in the key operator programs (see "Initial resolution setting" on page 8-4).
- When using the automatic document feeder, the resolution setting cannot be changed once scanning has begun.
- When a fax is sent at [ULTRA FINE], [SUPER FINE], or [FINE] resolution, a lower resolution will be used if the receiving machine does not have that resolution.

■ Resolution settings

Standard	Touch this key if your original consists of normal-sized characters (like those in this manual).
Fine	Touch this key if your original has small characters or diagrams. The original will be scanned at twice the resolution of the [STANDARD] setting.
Super fine	Touch this key if your original has intricate pictures or diagrams. A higher-quality image will be produced than with the [FINE] setting.
Ultra fine	Touch this key if your original has intricate pictures or diagrams. This setting gives the best image quality. However, transmission will take longer than with the other settings.

Half tone	Touch this key if your original is a photograph or has gradations of colour (such as a colour original). This setting will produce a clearer image than [FINE], [SUPER FINE], or [ULTRA FINE] used alone. Half tone cannot be selected if [STANDARD] has been selected.

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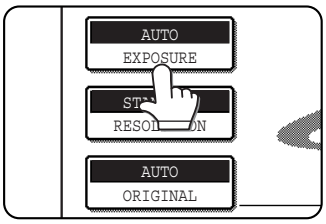
SELECTING THE EXPOSURE

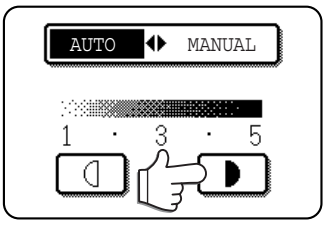
The initial exposure setting is AUTO. To change the setting, follow these steps:

■ Change the exposure.

1 Touch the [EXPOSURE] key.

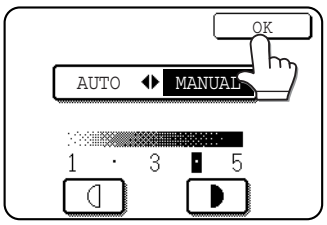


2 Touch the desired exposure key.



To darken the exposure, touch the ◑ key. To lighten the exposure, touch the ◐ key. When the ◑ or ◐ key is touched, [AUTO] is not highlighted and [MANUAL] is highlighted. To return to auto exposure, touch [AUTO].

3 Touch the [OK] key.



You will return to the initial screen.

NOTES

- When using the document glass to scan pages an original, the exposure setting can be changed each time you change pages. When using the automatic document feeder, the exposure setting cannot be changed once scanning has begun.
- The default (initial) exposure setting can be changed in "Default exposure settings" (page 8-5) in the key operator programs.

■ Exposure settings

1 to 2	Select this setting if your original consists Originalmostly of dark characters.
Auto	This setting automatically adjusts the exposure for light and dark parts of the original.
4 to 5	Select this setting if your original consists Originalmostly of faint characters.

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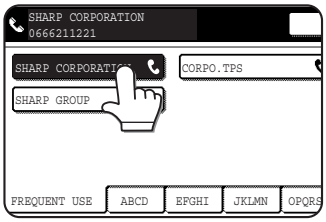
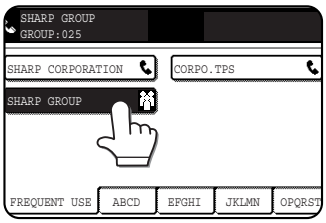
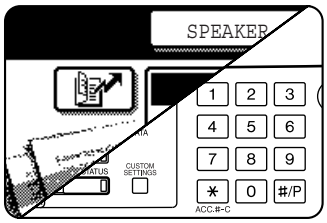
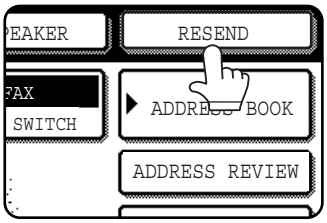
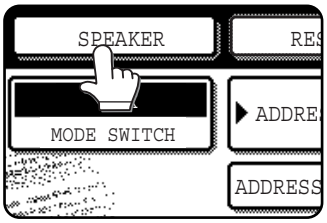
CONVENIENT DIALING METHODS

The fax function includes a convenient auto dial feature (one-touch dialing and group dialing). By programming frequently dialed numbers, you can call and send documents to these locations by means of a simple dialing operation (refer to page 2-4). There are two types of auto-dialing: one-touch dialing and group dialing. To program auto-dial numbers, refer to pages 6-3, 6-6.

● One-touch dialing Simply press a one-touch key and then press the [Start] key to dial the programmed location. A name of up to 36 characters can be programmed for the location (a maximum of 18 characters are displayed). When using F-code transmission, a sub-address and passcode can also be programmed (refer to page 4-2).		Touch the [ADDRESS] key in the initial screen to display the left screen.
● Group dialing Multiple one-touch dial locations can be programmed into a single one-touch key. This is convenient for successively sending a document to multiple locations. • Full fax numbers entered with the numeric keys can also be stored in group keys.		Touch the [ADDRESS] key in the initial screen to display the left screen.
● Speed dialing When a one-touch key or group key is stored in the address book, the machine automatically assigns it a 3-digit speed dial number. The [ ] key and 3-digit Speed Dial number can be used to abbreviate the transmission procedure.		
● Redialing The machine keeps the last fax number dialed with the numeric keys in memory. You can redial the last number dialed by simply touching the [RESEND] key. • If numeric keys were pressed during a phone conversation, the [RESEND] key may not dial the correct number. • If the previous transmission was a broadcast transmission in which one-touch keys were used, the [RESEND] key cannot be used.		
● On-hook dialing This is a dialing function. This feature allows you to dial without lifting an extension phone connected to the machine. Touch the [SPEAKER] key, listen for the dial tone through the speaker, and then dial. • Faxes must be sent manually when using on-hook dialing. • On-hook dialing is not possible using a one-touch key that includes a sub-address and passcode, or a group dial key.		

NOTES

● Programmed one-touch keys and group dial keys are stored on "index cards". A one-touch key or group key can be easily accessed by touching the index key. (Refer to ⑤ on page 1-5.)

● To prevent calling or sending a fax to a wrong number, look carefully at the touch panel and make sure you program the correct number when programming an auto-dial number. After storing a number, you can also print out the stored number (Refer to page 6-16) to make sure it was stored correctly.

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CHAPTER 2

BASIC OPERATIONS

This chapter explains basic operations such as sending faxes.

Page

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- BASIC PROCEDURE FOR SENDING FAXES..... 2-2
- TRANSMISSION BY AUTO-DIALING (ONE-TOUCH DIALING AND GROUP DIALING)..... 2-4
- SENDING A FAX BY SPEED DIALING..... 2-4
- FAX NUMBER ENTRY WITH GLOBAL ADDRESS SEARCH 2-5
- ENLARGING/REDUCING THE IMAGE BEFORE TRANSMISSION ... 2-6
- FAXING A TWO-SIDED ORIGINAL..... 2-7

PRIORITY TRANSMISSION OF A STORED JOB 2-9
CANCELLING A FAX TRANSMISSION 2-9
- CANCELLING ON-HOOK DIALING..... 2-9

RECEIVING FAXES 2-10
- RECEIVING A FAX..... 2-10

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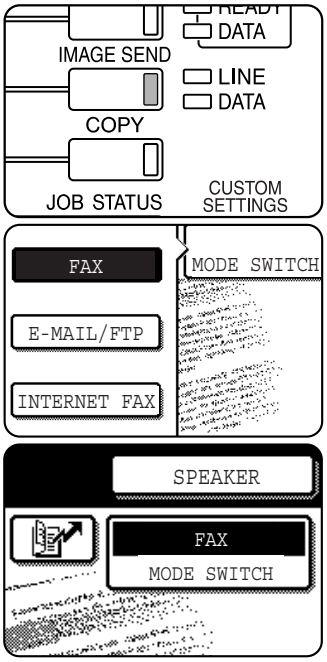
SENDING A FAX

BASIC PROCEDURE FOR SENDING FAXES

1 Make sure the machine is in fax mode.



When the [IMAGE SEND] key light is on, the machine is in fax mode. If the light is not on, press the [IMAGE SEND] key.

If the network scanner option is installed, touch the [MODE SWITCH] key and then the [FAX] key to switch to fax mode.

When fax mode is selected, "FAX" appears in the top half of the [MODE SWITCH] key.

2 Load the original.

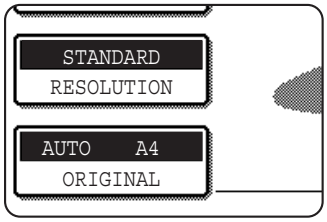
- Using the automatic document feeder: Page 1-7
- Using the document glass: Page 1-7

If you are using the document glass to send multiple pages, load the first page first.

NOTE

You cannot load documents in both the automatic document feeder and on the document glass and send them in a single fax transmission.

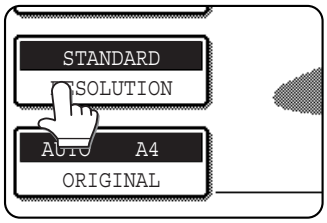
3 Check the original size.



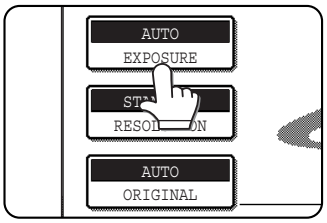
If the address book screen appears, touch the [CONDITION SETTINGS] key to display the condition settings screen (page 1-5).

If the original is not a standard size or the size was not detected correctly, touch the [ORIGINAL] key to specify the original size. (See "MANUALLY SETTING THE SCANNING SIZE" on page 1-8.)

4 If needed, adjust the resolution setting. (Refer to page 1-10.)

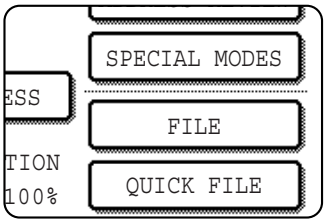


5 If needed, adjust the exposure setting. (Refer to page 1-11.)



6 If desired, touch the [FILE] key or the [QUICK FILE] key.*

*** Can only be used on the AR-M351N/AR-M451N, or when the document filing function has been added.**



These keys are used to store the scanned image in the machine's hard disk. The stored image can be printed or transmitted again at a later time.

For information on this function, see "Document filing functions" in chapter 7 of the Operation manual (for general information and copier operation).

If the [FILE] key is greyed out, only the [QUICK FILE] key can be selected.

When you touch the [QUICK FILE] key, a message asking you to confirm the save will appear. Touch the [OK] key in the message screen and go to the next step.

If you wish to cancel the save, touch the [QUICK FILE] key after touching the [OK] key so that the [QUICK FILE] key is no longer highlighted.

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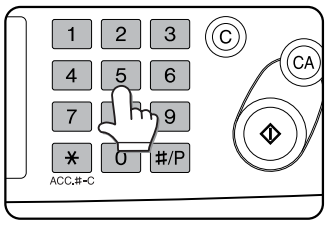
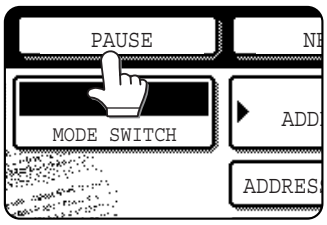
7 Dial the fax number.



The number that you entered appears in the message display (See "Condition settings screen" on page 1-4.). If it is not correct, press the [C] key and re-enter the number. You can also use the [RESEND] key (page 1-12) or an auto-dial number (following page).

Entering a pause.



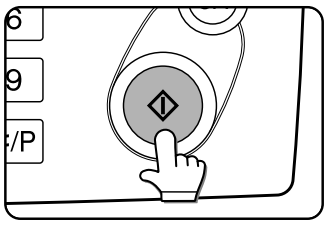
If you need to insert a pause between digits when dialing out from a PBX or when dialing an international number, touch the [PAUSE] key in the upper right corner of the screen.
Each time you touch the [PAUSE] key, a hyphen ("-") appears and a 2-second pause* is inserted.
The [PAUSE] key is also be used to link numbers together (this is called chain dialing). Enter a number, touch the [PAUSE] key to enter a hyphen "-", and then enter another number with the numeric keys or by pressing a one-touch key. The linked numbers will be dialed as one number.

* The duration of each pause can be changed with the key operator program. ("Pause time setting" on page 8-6.)

2

Using the automatic document feeder

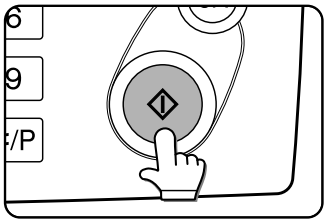
8 Press the [START] key.



Scanning begins.
If there are no previous jobs in progress and the line is free, the machine will dial the receiving machine and begin transmission as soon as the first page is scanned. Transmission will take place while any remaining pages are scanned (Quick on-line transmission: see page 2-8).
If there is a previously stored job or a job is in progress, or if the line is being used, all pages of the document are scanned into memory and stored as a transmission job. (This is called memory transmission: the destination is automatically called and the document transmitted after previously stored jobs are completed.)
If scanning is completed normally, the machine makes a beep sound to inform you that the transmission job is stored and "JOB STORED." appears in the message display.

Using the document glass

8 Press the [START] key.

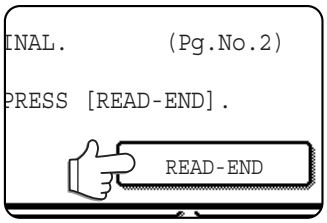


The original is scanned and the [READ-END] key appears in the touch panel.

9 If you have another page to scan, change pages and then press the [START] key.

Repeat this sequence until all pages have been scanned. You can change the resolution and exposure settings as needed for each page (refer to pages 1-10 and 1-11).
If the [START] key is not pressed within approximately one minute, scanning will end automatically and the transmission will be stored.

10 After the last page is scanned, touch the [READ-END] key.



The machine makes a beep sound to inform you that the transmission job is stored and "JOB STORED." appears in the message display. (The destination is automatically called and the document transmitted after previously stored jobs are completed.) Open the document glass cover and remove the document.

NOTES

- **Cancelling transmission**
  To cancel transmission while "SCANNING ORIGINAL..." appears in the display or before the [READ-END] key is pressed, press the [C] key or the [CA] key. To cancel a transmission job that is already stored, press the [JOB STATUS] key and cancel the job as explained on page 2-9.
- If the machine makes two beeps during or at the end of transmission and an error message appears in the message display, refer to page 7-3 to fix the problem.
- If the power is turned off or a power failure occurs while a document is being scanned in the automatic document feeder, the machine will stop and a document jam will occur. After power is restored, remove the document as explained on page 2-22 of "Operation manual (for general information and copier operation)".
- A job number appears in the display with "JOB STORED." when a transmission job is stored. If you make a note of this number, you can use the number to easily locate the job when checking the results of the transmission in the job status screen for a broadcast transmission, or in the transaction report (page 7-2) or activity report (page 7-3) for other types of transmission jobs.

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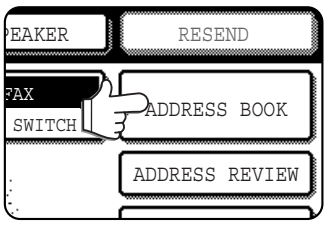
TRANSMISSION BY AUTO-DIALING (ONE-TOUCH DIALING AND GROUP DIALING)

Fax numbers can also be dialed by automatic dialing (one-touch dialing and group dialing). Follow the steps below to send a fax using an auto dial number. To use an auto dial number, the name and fax number of the destination must first be stored. For information on auto dial numbers, see page 1-12. To store an auto dial number, see pages 6-3 and 6-6.

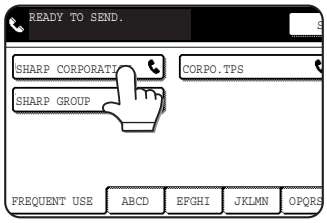
1 Perform steps 1 through 6 of "BASIC PROCEDURE FOR SENDING FAXES" (page 2-2).

2 Touch the [ADDRESS BOOK] key.



The address book screen appears.
This step is not necessary if the address book already appears. Go to step 3.

3 Touch the one-touch key for the desired destination.



Refer to page 1-5 for information on using the address book screen.
The key you touched is highlighted. If you touch the wrong key, touch the key again to cancel the selection. The key display will return to normal.

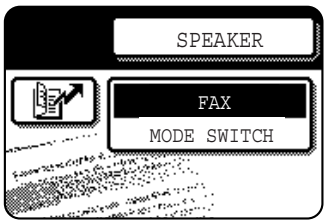
4 Continue from step 8 of "BASIC PROCEDURE FOR SENDING FAXES" (page 2-3).

SENDING A FAX BY SPEED DIALING

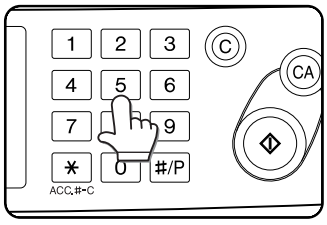
In addition to one-touch dialing and group dialing, you can also send a fax by touching the key (Speed Dial key) and entering a 3-digit Speed Dial number. Follow the steps below to send a fax by Speed Dialing. The 3-digit Speed Dial number is automatically assigned by the machine when a one-touch key or group key is stored. (See Speed Dial numbers on pages 6-3 and 6-6.)

1 Perform steps 1 through 6 of "BASIC PROCEDURE FOR SENDING FAXES" (page 2-2).

2 Touch the key (Speed Dial key).



3 Enter the 3-digit Speed Dial number.



Enter the 3-digit Speed Dial number that was automatically assigned by the machine when the destination was stored in a one-touch key or a group key. (See Speed Dial numbers on pages 6-3 and 6-6.)
Zeros at the beginning of the number (such as 001) can be omitted. Touch the key (Speed Dial key).
If you enter the wrong number, press the [C] key to clear it. If you enter a 3-digit number that is not stored in the machine, press the [C] and then enter the correct number. If you do not know the 3-digit number, print the stored destination list (See "PRINTING PROGRAMMED INFORMATION" on page 6-16.)

4 Continue from step 8 of "BASIC PROCEDURE FOR SENDING FAXES" (page 2-3).

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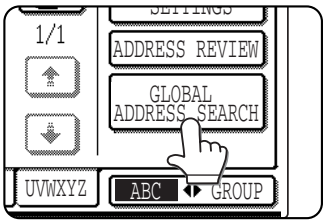
FAX NUMBER ENTRY WITH GLOBAL ADDRESS SEARCH

If the machine is configured as a network printer that can use LDAP service, the machine can be used to access the LDAP server* and search for the fax number. If the search returns the desired fax number, the number can be selected as a destination fax number and/or stored in the address book.

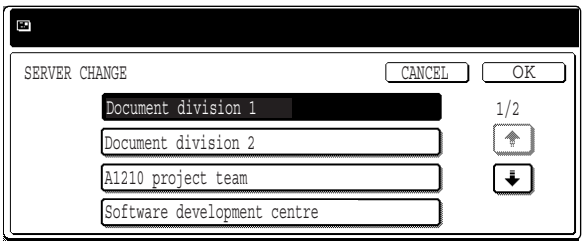
* The LDAP server must be available for use and a fax number search service must be in operation.

1 Touch the [GLOBAL ADDRESS SEARCH] key.



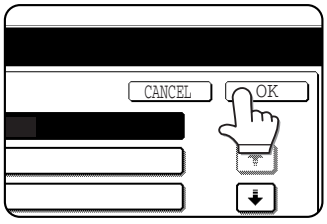
The server change screen is displayed. If only one LDAP server has been set, the global address search screen is displayed. Proceed to step 4.

2 Touch the desired LDAP server key.

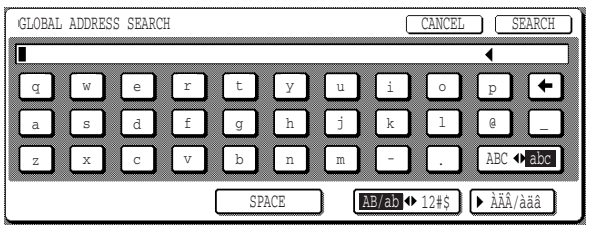


To search the highlighted server, proceed to step 3.

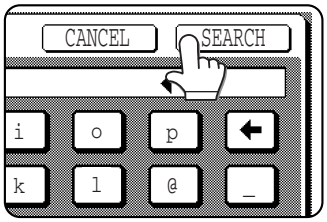
3 Touch the [OK] key.



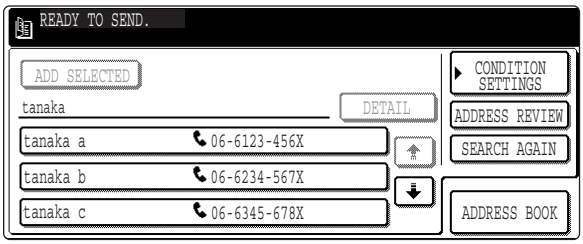
4 Enter a keyword for search.



5 Touch the [SEARCH] key.

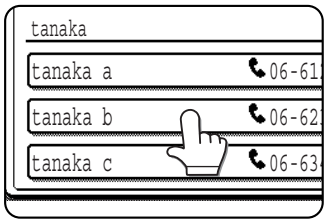


The search results appear as destination keys.



If matching addresses are not found, a message indicating the result is displayed. In this case, touch the [OK] key and touch the [SEARCH AGAIN] key to return to step 4.

6 Touch the desired destination key.



To display the remaining destinations, touch the [▼] key.

For detailed information on the selected destination, touch the [DETAIL] key. You can also register the destination fax number to the address book by touching the [REGISTER] key.

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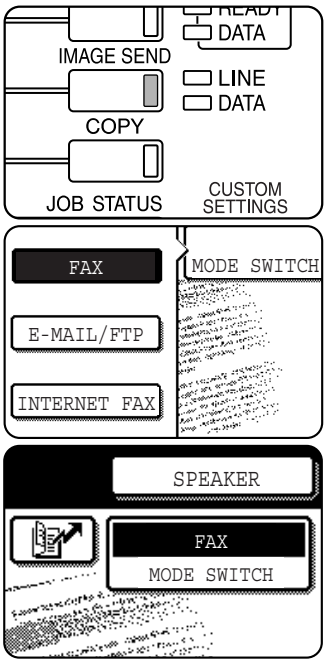
ENLARGING/REDUCING THE IMAGE BEFORE TRANSMISSION

Follow these steps to enlarge or reduce the scanned image before transmission.

1 Make sure the machine is in fax mode.



When the [IMAGE SEND] key light is on, the machine is in fax mode. If the light is not on, press the [IMAGE SEND] key.

If the network scanner option is installed, touch the [MODE SWITCH] key and then the [FAX] key to switch to fax mode.

When fax mode is selected, "FAX" appears in the top half of the [MODE SWITCH] key.

2 Load the original.

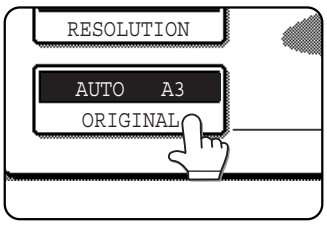
- Using the automatic document feeder: Page 1-7
- Using the document glass: Page 1-7

If you are using the document glass to send multiple pages, load the first page first.

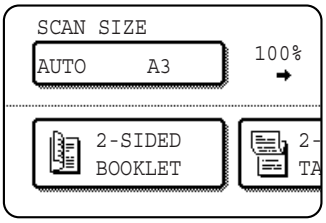
NOTE

You cannot load documents in both the automatic document feeder and on the document glass and send them in a single fax transmission.

3 Touch the [ORIGINAL] key.



4 Check the original size.

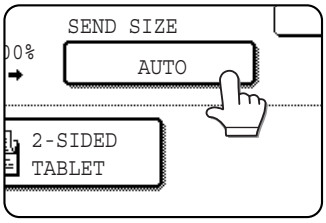


If the original size has not been correctly detected, touch the key under [SCAN SIZE] and specify the original size. (See "MANUALLY SETTING THE SCANNING SIZE" on page 1-8)

NOTE

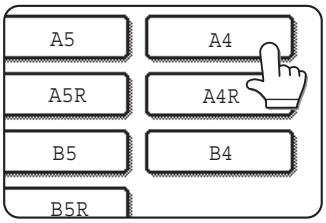
A long size, stored size, or non-standard size cannot be specified for the original scanning size.

5 Touch the key under [SEND SIZE].



If the key under [SEND SIZE] is greyed out, specify a standard original size in step 4.

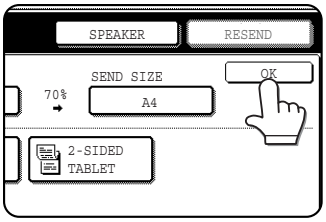
6 Touch the key of the desired enlargement or reduction size.



The [AUTO] key is no longer highlighted. The [MANUAL] key and the selected size key are highlighted.

7 Touch the OK key.

8 Check the enlargement or reduction ratio and touch the [OK] key.



9 Continue from step 4 of "BASIC PROCEDURE FOR SENDING FAXES" (pages 2-2 to 2-3).

NOTE

After the transmission is stored, the [CA] key can be pressed to cancel enlargement/reduction transmission.

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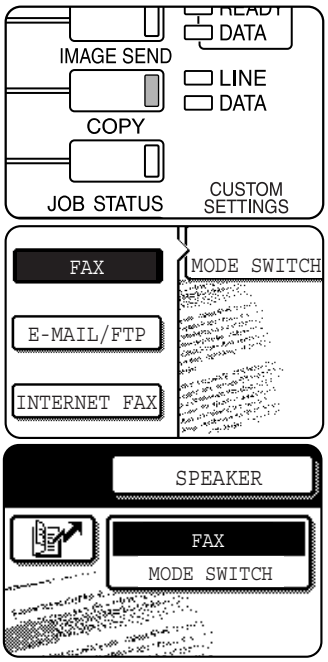
FAXING A TWO-SIDED ORIGINAL

A two-sided document can be automatically transmitted using the automatic document feeder. Follow the steps below to automatically send a two-sided document.

1 Make sure the machine is in fax mode.



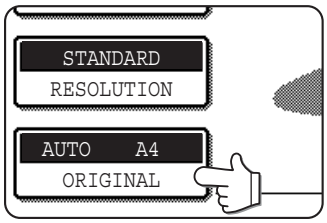
When the [IMAGE SEND] key light is on, the machine is in fax mode. If the light is not on, press the [IMAGE SEND] key.

If the network scanner option is installed, touch the [MODE SWITCH] key and then the [FAX] key to switch to fax mode.

When fax mode is selected, "FAX" appears in the top half of the [MODE SWITCH] key.

2 Place the original in the automatic document feeder (see "USING THE AUTOMATIC DOCUMENT FEEDER" on page 1-7) .

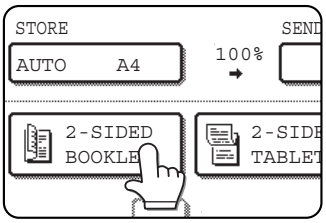
3 Touch the [ORIGINAL] key.



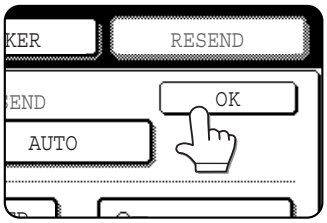
If the address book screen appears, touch the [CONDITION SETTINGS] key to display the condition settings screen (see page 1-5).

When you touch the [ORIGINAL] key, check the original size that appears in the key. If the size was not detected correctly, specify the correct size. (See "MANUALLY SETTING THE SCANNING SIZE" on page 1-8.)

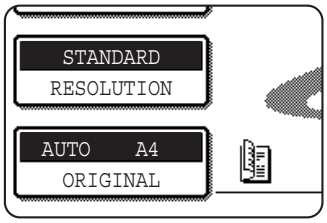
4 Touch the [2-SIDED BOOKLET] key or the [2-SIDED TABLET] key as appropriate for the original you loaded.



5 Touch the [OK] key.



You will return to the initial screen.
A two-sided original icon appears next to the [ORIGINAL] key.

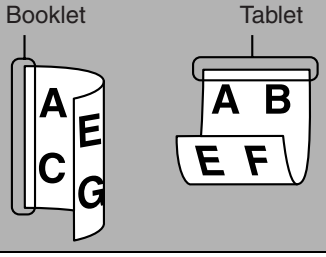


Example:
The icon that appears when the [2-SIDED BOOKLET] key is touched.

6 Continue from step 4 of "BASIC PROCEDURE FOR SENDING FAXES" (pages 2-2 to 2-3).

NOTES

- Booklets and tablets
  Two-sided originals that are bound at the side are booklets, and two-sided originals that are bound at the top are tablets.
- Two-sided scanning turns off after the document is stored in memory. Pressing the [CA] key will also cancel two-sided scanning.



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■ Quick On-line

When you use the automatic document feeder to send a multi-page document and there are no previously stored jobs waiting or in progress (and the line is not being used), the machine dials the destination after the first page is scanned and begins transmitting scanned pages while the remaining pages are being scanned. This transmission method is called Quick On-line. The messages "SCANNING ORIGINAL." and "SENDING." both appear until scanning of the final page is completed.

If the receiving party is busy, the transmission will switch to a memory transmission. (Refer to the following section, "Storing transmission jobs (memory transmission)".)

NOTES

- The machine is initially set (factory setting) to perform Quick On-line transmission. If desired, you can turn off this function with the key operator program (See "Quick on line sending" on page 8-8).
- When a document is transmitted using the following methods, the job will be stored in memory (Quick On-line transmission will not be performed):
  - Sending from the document glass • Broadcast transmission (page 3-2) • Timer transmission (page 3-6)
  - 2 in 1 (page 3-7) • Card shot (page 3-8) • Job build (page 3-10) • F-code transmission (Chapter 4)

■ Storing transmission jobs (memory transmission)

When a document is sent from the document glass, or when the telephone line is in use, the document is scanned into memory and then automatically transmitted after previously stored transmission jobs are completed. This means that transmission jobs can be stored in memory by performing a transmission operation while the machine is occupied with another transmission/reception operation. This is called memory transmission, and up to 97 (maximum of 50 on the AR-M351U/AR-M451U) jobs can be stored in memory at once, including the job currently being executed. After transmission, the scanned document data is cleared from memory. (However, when the document filing function is used, the scanned document image is stored in the machine's hard disk. For information on managing stored images, see "Document filing function"* in chapter 7 of the "Operation manual (for general information and copier operation)".)

* Can only be used on the AR-M351N/AR-M451N, or when the document filing function has been added.

NOTES

- You can check transmission jobs stored in memory in the job status screen. (Refer to page 1-15 of "Operation manual (for general information and copier operation)".)
- If the memory becomes full while a document is being scanned, a message will appear in the display. You can cancel the transmission by touching the [CANCEL] key, or send only the pages already scanned by touching the [SEND] key. The page that was being scanned when the memory became full will be cleared from memory. If the memory becomes full while scanning the first page of a document, the transmission job is automatically cancelled.
- The number of jobs that can be stored will depend on the number of pages in each job and the transmission conditions. The number of storable jobs will increase if the optional expansion memory (AR-MM9) is installed.

■ If the receiving party is busy

If the receiving party is busy, the transmission is temporarily cancelled and then automatically re-attempted after a brief interval (two attempts are made at an interval of 3 minutes*). If you do not want the machine to re-attempt the transmission, cancel the job in the job status screen. (See following page.)

*This setting can be changed with the key operator program (See "Recall in case of line busy" on page 8-8.).

■ If a transmission error occurs

If an error occurs that prevents transmission or the receiving machine does not answer the call within 45 seconds*, then transmission is stopped and then automatically re-attempted later. (one recall attempt is made at an interval of 3 minutes*) Automatic recalling can be stopped by pressing the [JOB STATUS] key and cancelling as explained on the following page. This machine also supports error correction mode (ECM) and is set to resend any part of a fax that is distorted due to noise on the line. (See "ECM" on page 8-7)

* The settings can be changed in the key operator programs. (See "Call timer at memory sending" and "Recall in case of communication error" on page 8-8).

■ Image rotation

The machine is initially set to rotate a vertically-placed ( )document 90° so that it is oriented horizontally( ) before transmission (A4 (8-1/2"x11") originals are rotated to A4R (8-1/2"x11"R) and B5R or A5R (5-1/2"x8-1/2"R) originals are rotated to B5 or A5 (5-1/2"x8-1/2")). A4R (8-1/2"x11"R) originals and B5 or A5 (5-1/2"x8-1/2") originals are not rotated. If desired, you can turn this function off with the key operator program as explained in "Rotation sending setting." on page 8-7.

NOTE

Place A5 (5-1/2"x8-1/2") size originals so that they are oriented vertically ( ). If oriented horizontally (A5R (5-1/2"x8-1/2"R) orientation), the original size will be detected as A4 (8-1/2"x11") size on the document glass, or A5R (5-1/2"x8-1/2"R) size in the automatic document feeder, and thus the original size must be set manually by touching the [ORIGINAL] key and then the [A5R] ([5-1/2"x8-1/2"R]) key. (See "MANUALLY SETTING THE SCANNING SIZE" on page 1-8.)

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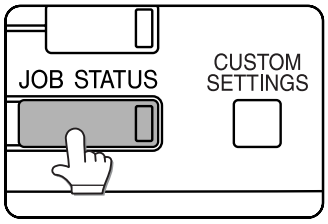
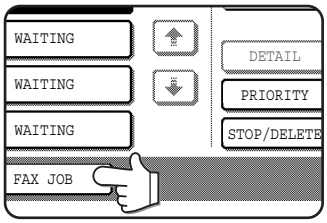
PRIORITY TRANSMISSION OF A STORED JOB

If you have an urgent transmission job and multiple transmission jobs have already been stored, you can give priority to the urgent job so that it will be transmitted immediately after the job currently being executed. This is done from the job status screen. For details on using the job status screen, refer to page 1-15 of "Operation manual (for general information and copier operation)".

1 Press the [JOB STATUS] key.



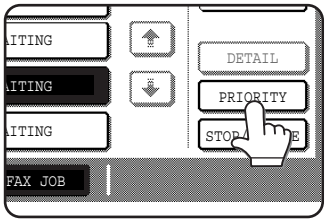
2 Touch the [FAX JOB] key.



3 Touch the key of the job to which you wish to give priority.

The touched key is highlighted.

4 Touch the [PRIORITY] key.



The selected job moves up to the next position after the job currently being executed.
When the current job is completed, execution begins of the job selected in step 3.

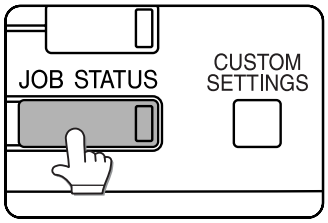
NOTE

If the job in progress is a broadcast transmission job (see page 3-2) or a serial polling job (see page 3-13), the priority job will temporarily interrupt the job after the transmission currently in progress is finished. When the priority job is finished, the broadcast transmission or serial polling job will resume. However, if the priority job is also a broadcast transmission or serial polling operation, the job is begun after all transmissions of the current broadcast or serial polling job are completed.

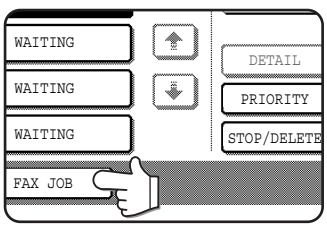
CANCELLING A FAX TRANSMISSION

You can cancel a transmission job that is in progress or has been stored. Cancellation is done from the fax job status screen. (Printing of a received fax cannot be cancelled.)

1 Press the [JOB STATUS] key.



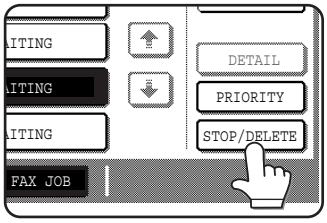
2 Touch the [FAX JOB] key.



3 Touch the key of the job that you wish to cancel.

The touched key is highlighted.

4 Touch the [STOP/DELETE] key.



A message appears to confirm the cancellation. Touch the [YES] key to delete the selected job key and cancel the transmission.

NOTES

- If you do not wish to cancel the transmission, touch the [NO] key.
- "CANCEL" will appear in the Transaction Report of a job that is cancelled.

CANCELLING ON-HOOK DIALING

To cancel on-hooking dialing (dialing by touching the [SPEAKER] key and then the numeric keys) when you need to redial the number or because transmission was interrupted, touch the [SPEAKER] key once again.

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RECEIVING FAXES

When another fax machine sends a fax to your machine, your machine will ring*, automatically receive the fax, and begin printing (this is called automatic reception).

NOTES

- You can store a transmission job while fax reception is in progress. (See "Storing transmission jobs (memory transmission)" on page 2-8.)
- To receive faxes, sufficient paper must be loaded in the paper tray. Refer to pages 2-2 to 2-11 of "Operation manual (for general information and copier operation)" to load appropriate paper. Incoming faxes will be automatically adjusted to the orientation of the printing paper, so there is no need to load both horizontally ( ) and vertically ( ) oriented paper. However, if you receive a fax that is smaller than A4 or B5 (8-1/2"x11") size, the paper size used to print the fax will depend on how the original was oriented (vertically or horizontally) in the sending fax machine.

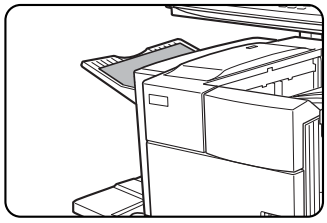
RECEIVING A FAX

1 The machine will ring* and reception will automatically begin.

***Number of rings**

The machine has been set to ring twice before beginning automatic reception. You can use the key operator program to change the number of rings to any number from 0 to 15. (See "Number of calls in auto reception" on page 8-9.)
If the number of rings is set to 0, the machine will receive faxes without ringing.

2 Reception ends.



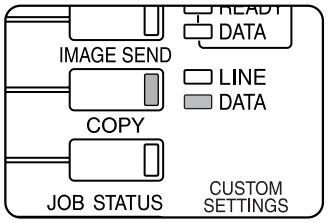
When reception ends, the machine makes a "beep" sound.
The received fax is delivered to the top tray.

NOTE

If the machine has multiple output trays, the key operator program can be used to change the output tray for fax reception. (See "Fax output tray setting" on page 8-9.)

■ If received data cannot be printed

If the machine is out of paper or toner, or if a paper jam occurs or the machine is busy printing a copy or print job, received faxes will be stored in memory until printing is possible. When printing is possible, the faxes will print automatically (however, if the machine has run out of paper, touch the [OK] key in the touch panel after adding paper). When a received fax is stored in memory, the "DATA" light to the right of the [IMAGE SEND] key will blink.
You can also use the transfer function to have another fax machine print the received data (See "USING THE TRANSFER FUNCTION" on page 3-18.).



NOTE

If a double beep sounds during or after reception and an error message appears in the touch panel, clear the error as explained in "WHEN AN ALARM SOUNDS AND A WARNING MESSAGE IS DISPLAYED" on page 7-3.

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CHAPTER 3

USING CONVENIENT FUNCTIONS 1
ADVANCED TRANSMISSION METHODS

This chapter explains convenient functions for sending faxes. Please read those sections that are of interest to you.

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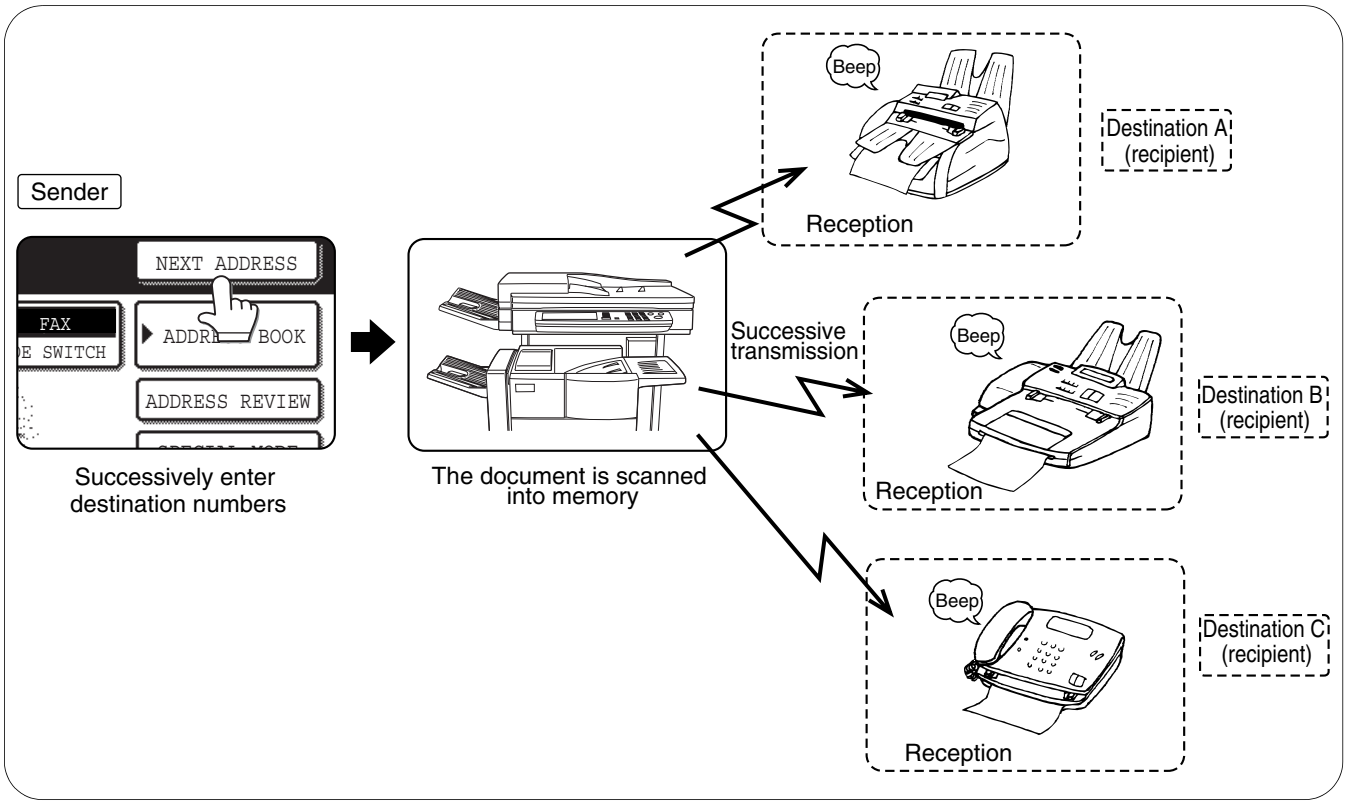
SENDING THE SAME DOCUMENT TO MULTIPLE DESTINATIONS IN A SINGLE OPERATION (BROADCAST TRANSMISSION)

This feature is used to send a document to multiple destinations in a single operation. The document to be transmitted is scanned into memory and then successively transmitted to the selected destinations. This feature is convenient for such purposes as distributing a report to company branches in different locations. Up to 500 (maximum of 300 on the AR-M351U/AR-M451U when a hard disk is not installed) destinations can be selected.

NOTES

- If you frequently use broadcasting to send documents to the same group of destinations, it is convenient to program those destinations into a group key. A group key is a one-touch key in which multiple destinations are programmed. The procedure for programming group keys is explained on page 6-6.
- When using a group key to send a fax, the destinations programmed in the group key are counted as broadcasting destinations. For example, if five destinations are programmed in a group key and the key is touched for a broadcast transmission, the broadcast transmission will have five destinations.



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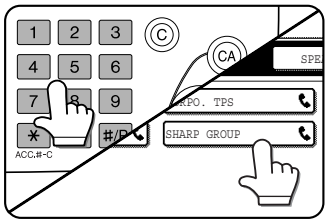
USING BROADCAST TRANSMISSION

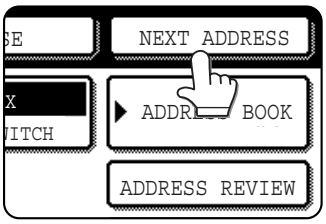
1 **Perform steps 1 through 6 of "BASIC PROCEDURE FOR SENDING FAXES" (page 2-2).**

2 **Dial the fax number of the first destination or touch an auto-dial key (one-touch key, group key or speed dial key). (Refer to page 2-4.)**



If the condition settings screen appears, touch the [ADDRESS BOOK] key to display the address book screen. (See page 1-4.)
An auto-dial key is highlighted when touched.

3 **Touch the [NEXT ADDRESS] key and then dial the fax number of the next destination or touch an auto-dial key.**



Repeat this step for each of the remaining destinations.

NOTES

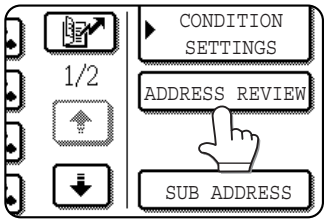
- **If you enter an incorrect number**
  If you make a mistake while entering a number, press the [C] key and then re-enter the correct digit(s).
  If you have already completed entry of a fax number, you can delete the number using steps 4 and 5.
- **If you select an incorrect auto-dial key**
  Simply touch the incorrect key one more time to cancel the selection.
- The [NEXT ADDRESS] key only needs to be pressed when successively dialing fax numbers with the numeric keys

Example:
XXXX (NEXT ADDRESS) XXXX
Dial ↑ Dial
Cannot be omitted.

XXXX (NEXT ADDRESS) (One-touch) (NEXT ADDRESS) (One-touch)
Dial ↑ ↑
Can be omitted. Can be omitted.

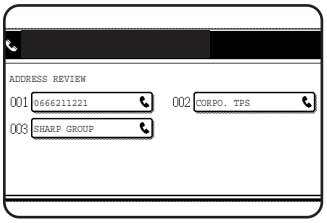
If desired, you can use the key operator program to set the machine so that the [NEXT ADDRESS] key must always be pressed (refer to page 8-4).

4 **Touch the [ADDRESS REVIEW] key to display the list of destinations.**

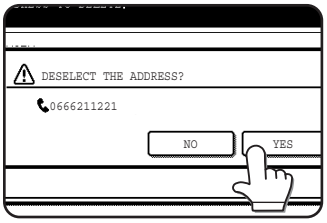


When the [ADDRESS REVIEW] key is touched, only the entered and selected destinations are displayed.

5 **Check the destinations.**



When you have finished checking the destinations, touch the [OK] key to return to the screen of step 4.



If you wish to delete a destination, touch the displayed one-touch key. A message will appear to confirm the deletion. Touch [YES] and the destination will be deleted from the destination list. To cancel instead of deleting, touch the [NO] key.

6 **Continue from step 8 of "BASIC PROCEDURE FOR SENDING FAXES" (page 2-3).**

NOTE

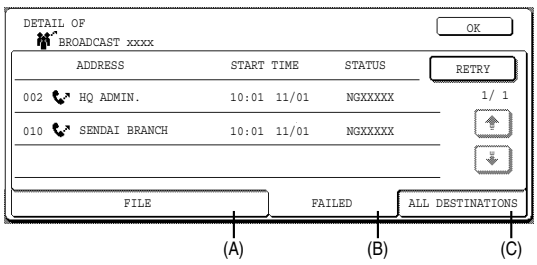
To cancel a broadcast transmission

To cancel a broadcast transmission when selecting destinations, press the [CA] key. To cancel after all steps of the transmission have been completed, see "CANCELLING A FAX TRANSMISSION" on page 2-9.

Checking the results of a broadcast transmission and resending when an error occurs

The results of a broadcast transmission can be viewed in the following screen, which is opened by touching the [BROADCAST: XXXX] key (where "XXXX" is the number of the job; see "NOTES" on page 2-3) in the finished job screen and then the [DETAIL] key.

* Can only be used on the AR-M351N/AR-M451N, or when the document filing function has been added.



(A) [FILE] tab
This only appears if the job was stored using the filing function. If the job was stored and transmission to a destination was not successful, the document image can be resent without scanning the document again. To call the destination and resend the image, switch to the [FAILED] or [ALL DESTINATIONS] tab.

(B) [FAILED] tab
This shows destinations to which transmission failed due to an error or other reason. The name of the destination, starting time, and transmission status appear. To call the destinations again, touch the [RETRY] key.

(C) [ALL DESTINATIONS] tab
This shows the name, starting time, and transmission status of all of the destinations of the broadcast transmission. All destinations can be called again by touching the [RETRY] key in this screen.

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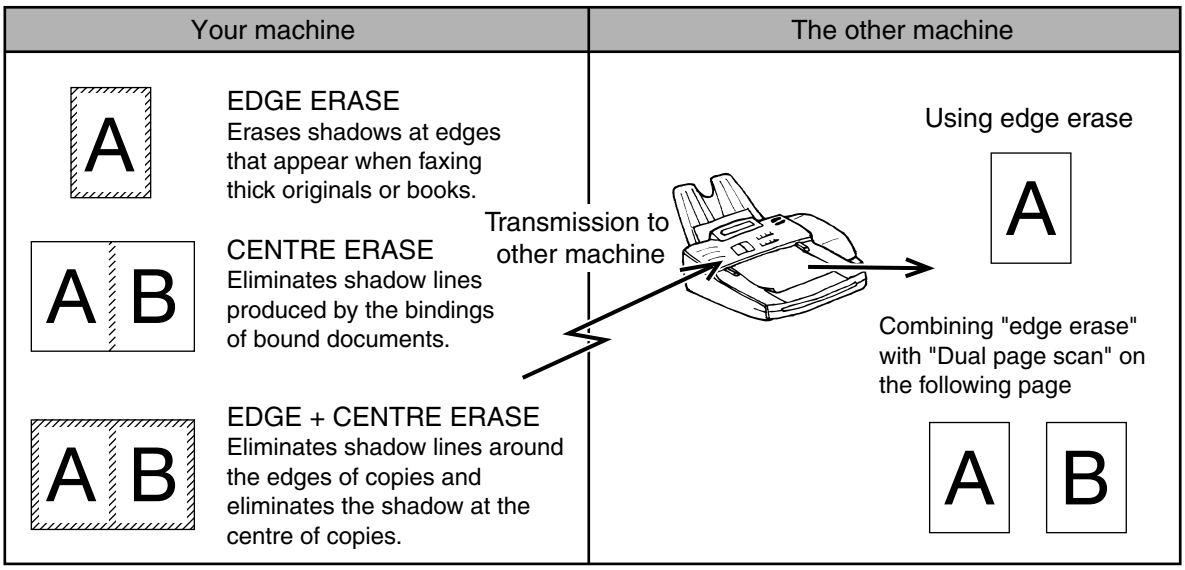
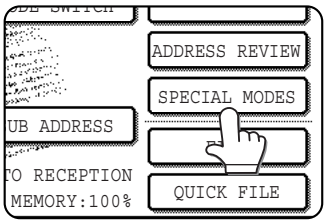
ERASING EDGE SHADOWS (EDGE ERASE)

The erase function is used to erase the shadow lines on copies produced when copying thick originals or books. The erase modes that can be selected are shown below. The erase width is approximately 10 mm (1/2") in it's initial setting.


Your machine
The other machine
A
EDGE ERASE
Erases shadows at edges that appear when faxing thick originals or books.
A B
CENTRE ERASE
Eliminates shadow lines produced by the bindings of bound documents.
A B
EDGE + CENTRE ERASE
Eliminates shadow lines around the edges of copies and eliminates the shadow at the centre of copies.
Transmission to other machine
Using edge erase
A
Combining "edge erase" with "Dual page scan" on the following page
A B

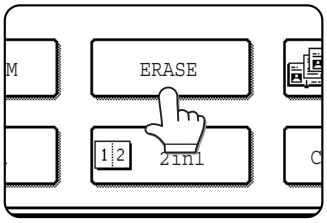
USING EDGE ERASE

1 In fax mode, touch the [SPECIAL MODES] key.

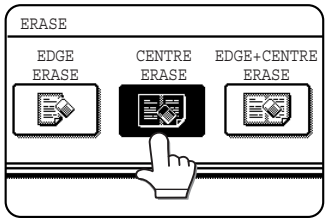


If the address book screen appears, touch the [CONDITION SETTINGS] key to display the condition settings screen (page 1-5).

2 Touch the [ERASE] key.

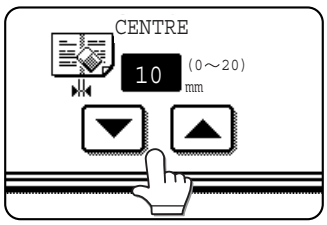


3 Select the desired erase mode.



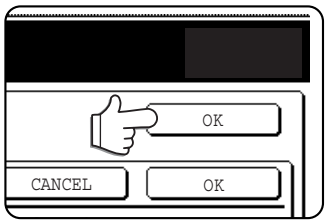
Select one of the three erase modes. The selected key will be highlighted.

4 If desired, set the width of the edge to be erased (touch the ▼ key or the ▲ key to set the width).



The erase width can be from 0 to 20mm in 1mm (0" to 1" in 1/8") increments.

5 Touch the outer [OK] key.



You will return to the screen of step 1 and an edge erase icon will appear next to the [EXPOSURE] key.
To cancel the erase, touch the [CANCEL] key.

6 Send the fax as explained in "BASIC PROCEDURE FOR SENDING FAXES" (pages 2-2 to 2-3).

NOTE

To cancel the erase function, touch the [CANCEL] key on the erase setting screen. (step 4)

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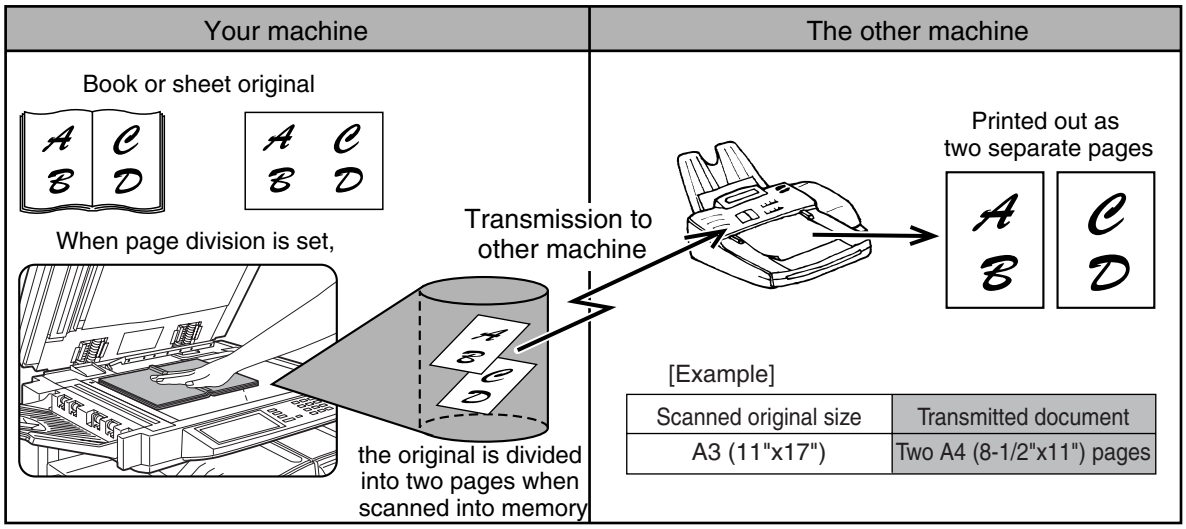
FAXING A DIVIDED ORIGINAL (DUAL PAGE SCAN)

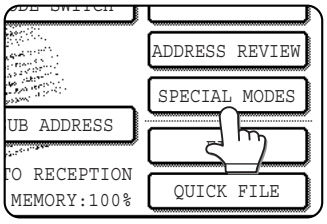
When an open book is scanned and faxed, you can use this function to divide the two open pages of the book into two separate fax pages.
This function can only be used when the original is scanned using the document glass.



■ Selecting Dual Page Scan

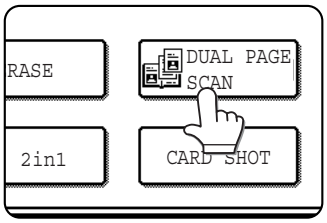
Follow the steps below and then send the fax.

1 In fax mode, touch the [SPECIAL MODES] key.



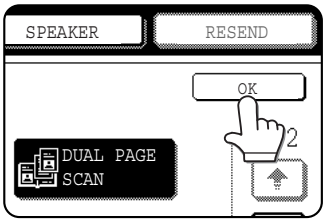
If the address book screen appears, touch the [CONDITION SETTINGS] key to display the condition settings screen (page 1-5).

2 Touch the [DUAL PAGE SCAN] key.



The [DUAL PAGE SCAN] key is highlighted.
To cancel the selection, touch the key once again so that it is not highlighted.

3 Touch the [OK] key.



You will return to the screen of step 1.

4 Place the original on the document glass (page 1-7), and perform the transmission operation.

If you have more originals to scan after pressing the [START] key and scanning the first original, change originals and repeat scanning until all originals have been scanned. When finished, touch the [READ-END] key that appears in the message display. (See step 8 of "Using the document glass" on page 2-3.)

NOTE

To cancel Dual Page Scan...

Press the [CA] key.

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AUTOMATIC TRANSMISSION AT A SPECIFIED TIME (TIMER TRANSMISSION)

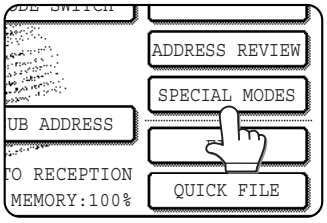
This feature enables you to set up a transmission or polling operation to be performed automatically at a specified time up to a week in advance. This allows you to take advantage of off-peak phone rates without having to be there when the transmission is performed. A combined total of 97 (maximum of 50 on the AR-M351U/AR-M451U) timer transmission and memory transmission jobs can be stored.

NOTES

- To perform a timer transmission, the document must be scanned into memory. It is not possible to leave the document in the auto document feeder or on the document glass and have it scanned at the specified time of transmission.
- To set the date and time in the machine, refer to page 2-12 of "Operation manual (for general information and copier operation))". You can check the machine's currently set time in the screen of steps 3 and 4 below.
- Only one polling timer operation can be set up at a time. If you wish to set up multiple timer polling operations, combine the machines to be polled into a serial polling operation with a timer setting. (Refer to 3-13.)
- After a timer transmission is performed, the information (image, destination, etc.) is automatically cleared from memory. (However, when the document filing function* is used, the scanned document image is stored in the machine's hard disk. For information on managing stored images, see "Document filing function" in chapter 7 of the "Operation manual (for general information and copier operation)".)
  * Can only be used on the AR-M351N/AR-M451N when a hard disk is not installed.

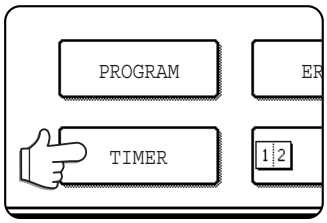
SETTING UP A TIMER TRANSMISSION

1 In fax mode, touch the [SPECIAL MODES] key.



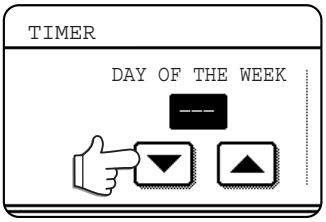
If the address book screen appears, touch the [CONDITION SETTINGS] key to display the condition settings screen (page 1-5).

2 Touch the [TIMER] key.



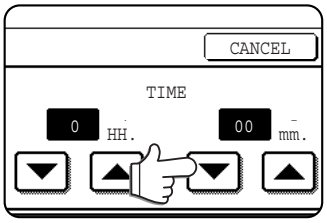
The timer transmission screen appears.

3 Select the day of the week. (Touch the ▲ key or the ▼ key until the desired day is selected.)



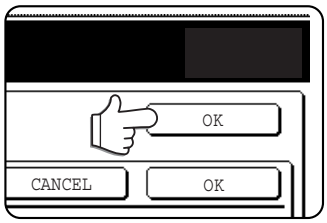
The initial setting is "---" (no selection). If you select this setting, the transmission will be performed as soon as the specified time arrives.

4 Select the time. (Touch the ▲ key or the ▼ key until the desired time appears.)



Select the time in 24-hour format.
Example:
11:00 P.M. → 23:00

5 Touch the outer [OK] key.



You will return to the screen of step 1 and a timer transmission icon will appear next to the [EXPOSURE] key.
To cancel timer, touch the [CANCEL] key.

6 Perform the desired transmission operation.

The steps that follow will depend on the type of transmission. The following operations can be performed in a timer transmission:

- Normal transmission (page 2-2)
- Broadcast transmission (page 3-2)
- Polling (page 3-13)
- Serial polling (page 3-13)
- F-code polling (page 4-5)
- F-code confidential transmission (page 4-6)
- F-code relay request transmission (page 4-8)

NOTES

- Other operations can be performed after a timer transmission is set up. If another operation is in progress when the specified time arrives, the timer transmission will begin when the job in progress is completed.
- If a timer transmission job is given priority in the fax job status screen (See "PRIORITY TRANSMISSION OF A STORED JOB" on page 2-9.), the time setting will be cancelled and the job performed as soon as the current job is completed.

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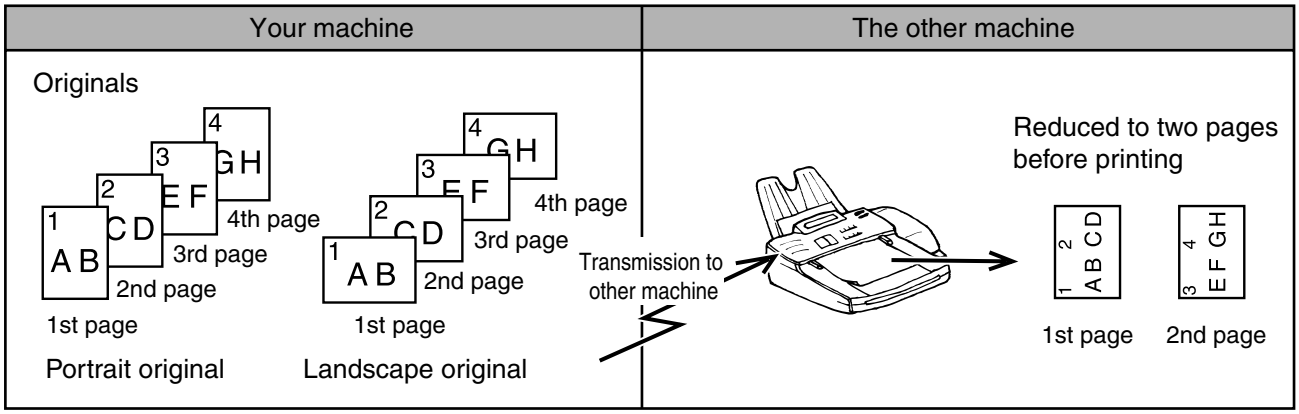
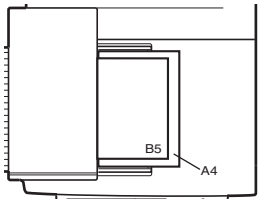
TRANSMITTING TWO ORIGINAL PAGES AS A SINGLE PAGE (2in1)

This function allows you to reduce the size of original pages by one half to fit two pages evenly on one page when sending a fax.

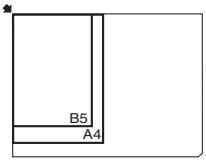


A3 and B4 (11"x17" and 8-1/2"x14") sizes cannot be transmitted when using the 2 in 1 function. A4 (8-1/2" x 11") and smaller sizes can be used. (Transmission is not possible if the image is too large to fit into the transmission size.) There are restrictions on how the originals are placed. Both portrait and landscape oriented originals should be placed vertically as shown below.

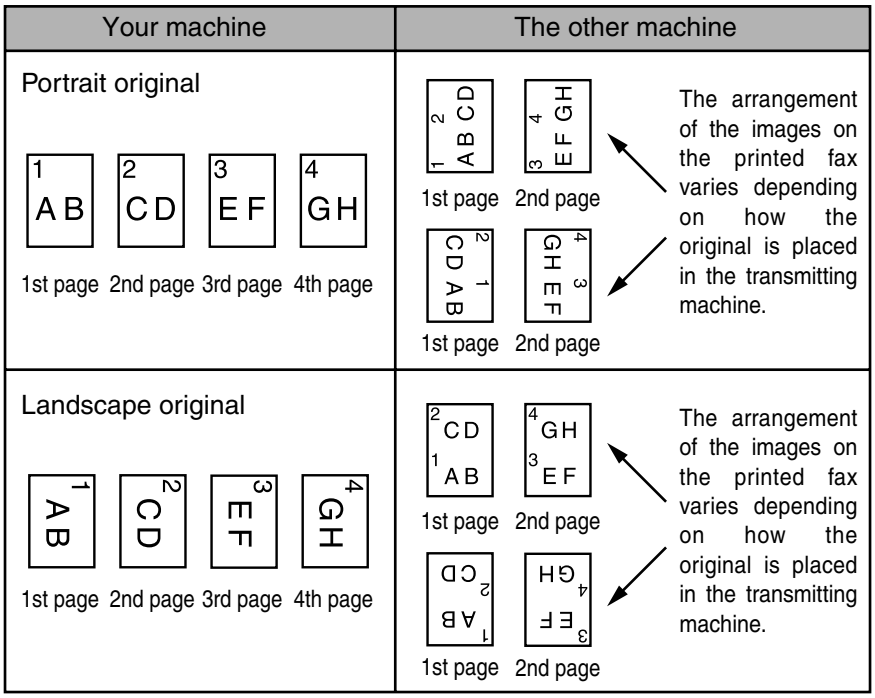
USING THE AUTOMATIC DOCUMENT FEEDER



USING THE DOCUMENT GLASS

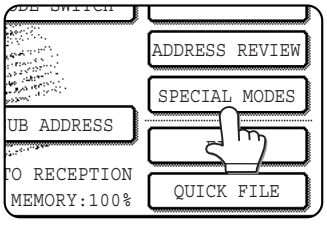


Place the original vertically ▯. If placed horizontally ▭, an alarm will appear.



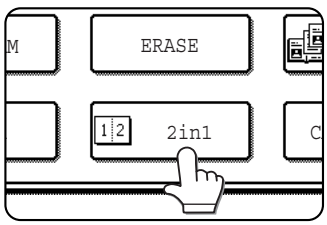
USING 2in1

1 In fax mode, touch the [SPECIAL MODES] key.



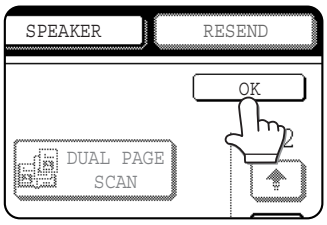
If the address book screen appears, touch the [CONDITION SETTINGS] key to display the condition settings screen (page 1-5).

2 Touch the [2in1] key.



The [2in1] key is highlighted.
To cancel the selection, touch the key once again so that it is not highlighted.

3 Touch the [OK] key.



You will return to the screen of step 1.

4 Send the fax as explained in "BASIC PROCEDURE FOR SENDING FAXES" (pages 2-2 to 2-3).

NOTE

To cancel 2in1...

Press the [CA] key.

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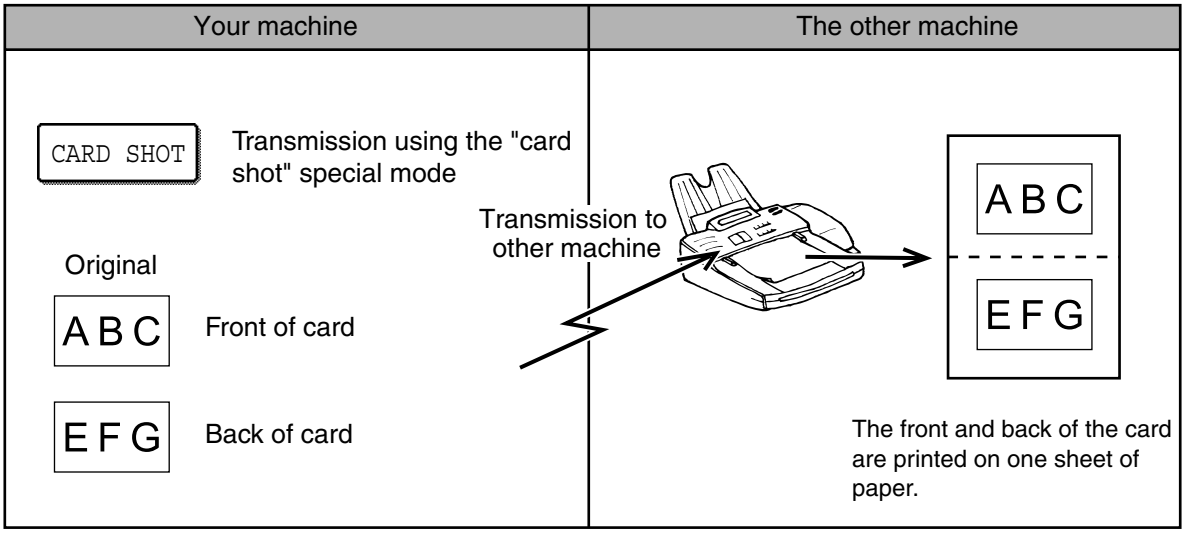
FAXING THE FRONT AND BACK SIDES OF A CARD ON ONE SHEET OF PAPER (CARD SHOT)

When faxing a card, this function allows you to combine the front and back sides on a single sheet of paper. To use this function, the original must be scanned on the document glass.

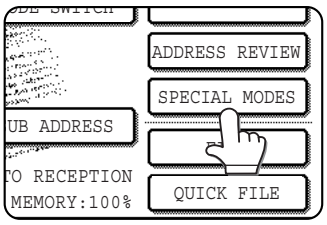


NOTE

A ratio cannot be specified and the image cannot be rotated when using this function. Transmission is not possible if the image is too large to fit into the transmission size.

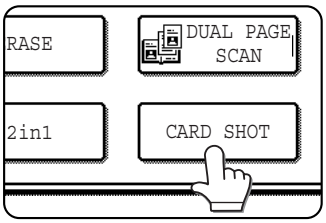
USING CARD SHOT

1 In fax mode, touch the [SPECIAL MODES] key.



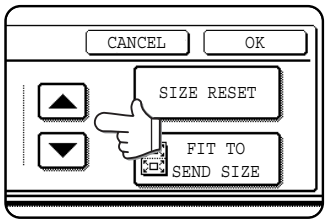
If the address book screen appears, touch the [CONDITION SETTINGS] key to display the condition settings screen (page 1-5).

2 Touch the [CARD SHOT] key.



The card shot screen appears.

3 Enter the X dimension (width) and Y dimension (length) of the original with the ▲▼ keys.



- X (width) is initially selected. Enter X and then touch the Y ([Y]) key to enter Y.
- To return the X and Y values to the initial settings configured in the key operator programs, touch the [SIZE RESET] key. ("CARD SHOT SETTINGS" on page 15 of key operator's guide)
- To have the images enlarged or reduced by a suitable ratio based on the entered original size and transmission size so that the front and back sides fit into the transmission size, touch the [FIT TO SEND SIZE] key. Even if a large transmission size is selected and the original is extremely small, the image will be enlarged to 400% or less.
- To cancel the card shot function, touch the [CANCEL] key.

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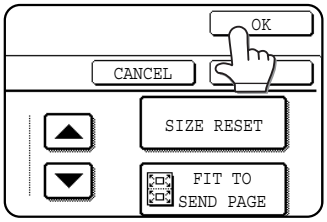
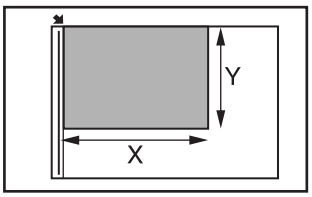
4 **Touch the outer [OK] key.**



You will return to the screen of step 1 and a card shot icon will appear next to the [EXPOSURE] key.

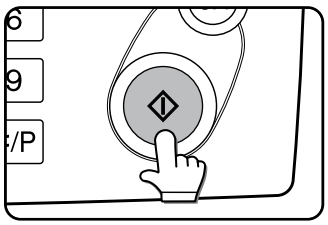
5 **Place the original on the document glass.**



Place the front side of the original face down and close the document cover.

6 **Follow steps 4 through 7 of "BASIC PROCEDURE FOR SENDING FAXES" (pages 2-2 to 2-3).**

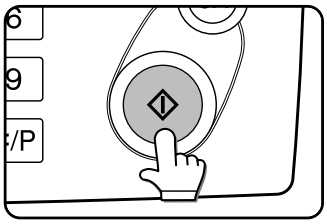
7 **Press the [START] key.**



The front side of the card is scanned.

8 **Place the back side of the original face down on the document glass. (see step 5)**

9 **Press the [START] key.**



The back side of the card is scanned.

10 **Touch the [READ-END] key.**

A beep will sound to inform you that the transmission was stored.

NOTE

To cancel card shot...

Press the [CA] key.

3

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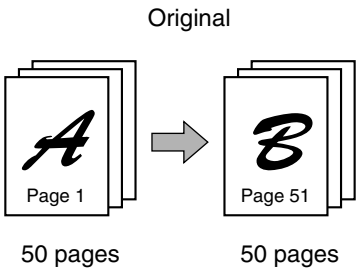
FAXING A LARGE NUMBER OF PAGES (JOB BUILD MODE)

The maximum number of pages that can be loaded in the automatic document feeder is 50. When you need to fax more pages than can be loaded in the automatic document feeder, use Job Build mode. This function allows you to scan the pages in sets.

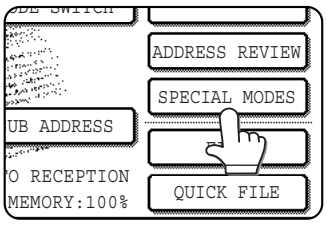
If the memory becomes full while scanning the pages, a message will appear. To cancel the transmission, touch [CANCEL]. To transmit only the pages that have been scanned, touch [SEND].

Example: Scanning 100 A4 (8-1/2" x 11") size pages



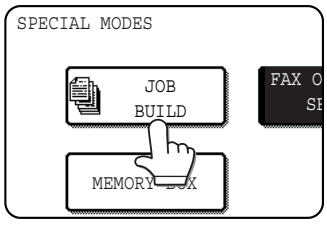
* Divide the original pages into sets of 50 pages or less, and scan the sets in order beginning from the set with the first page (first A then B in the above example).

1 In fax mode, touch the [SPECIAL MODES] key and then touch the ⊡ key.



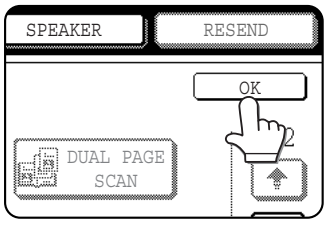
If the address book screen appears, touch the [CONDITION SETTINGS] key to display the condition settings screen (page 1-5).

2 Touch the [JOB BUILD] key.



The [JOB BUILD] key is highlighted.
To cancel the selection, touch the key once again so that it is not highlighted.

3 Touch the [OK] key.

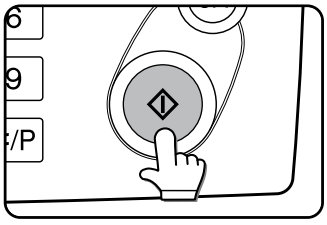


You will return to the screen of step 1.

4 Place the original in the automatic document feeder. (See page 1-7.)

5 Follow steps 4 through 7 of "BASIC PROCEDURE FOR SENDING FAXES". (See pages 2-2 to 2-3.)

6 Press the [START] key.



The pages are scanned. When scanning is finished, the [READ-END] key appears in the touch panel.

7 Place the next set of pages in the automatic document feeder. (See page 1-7.)

8 Press the [START] key. (See step 6.)

9 Repeat steps 7 and 8 until all pages have been scanned, and then touch the [READ-END] key.

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OWN NUMBER SENDING

This function prints the date, time, your programmed name, your programmed fax number, and the transmitted page number at the top centre of each page that you fax. All pages that you fax include this information.

Example of fax page printed out by the receiving machine

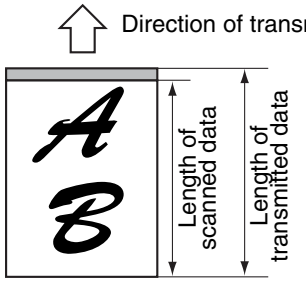
OCT/10/2003/FRI 03:00 PM	SHARP PLANNING DIV.	FAX No. 0666211221	P. 001/001
↑ (1)	↑ (2)	↑ (3)	↑ (4)

(1) Date and time: The date and time, and the font used to print the date and time, are set in the custom settings. (page 2-12 of "Operation manual (for general information and copier operation))").
(2) Own name: programmed with the key operator program. (See "Fax own number and name set" on page 8-5.)
(3) Own fax number: programmed with the key operator program (See "Fax own number and name set" on page 8-5.).
(4) Transmitted page number: 3-digit number appearing in the format, "page number/total pages" (only the page number appears if you use manual transmission or Quick On-Line transmission). If desired, you can use the key operator program to omit the page number. (See "Printing page number at receiver" on page 8-7.)

3

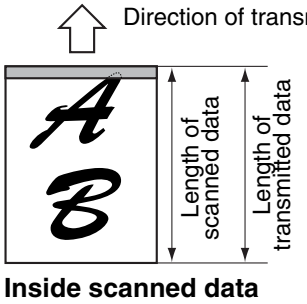
■ Position of sender's information

The key operator program can be used to select whether the sender's information is added outside the original data or inside the data. (See "Date/own number print position setting" on page 8-8). The initial factory setting is outside the data.



Outside scanned data

None of the transmitted image is cut off; however, the transmitted data is longer than the scanned data, and thus when both the sender and the receiver use the same size of paper, the printed fax may either be reduced or split up and printed on two pages.



Inside scanned data

The top edge of the scanned data will be cut off by the sender's information; however, when both the sender and the receiver use the same size of paper, the printed fax will neither be reduced nor split up and printed on two pages.

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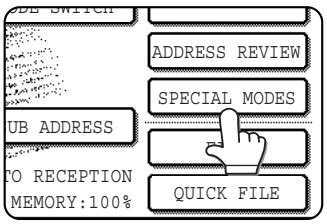
PRINTING OUT THE RESULT OF A TRANSMISSION (TRANSACTION REPORT)

You can choose whether or not to have a transaction report printed out after each transmission to inform you of the result of the transmission. This is done using "Transaction report print select setting" (page 8-6) in the key operator programs, and the setting is selected separately for single sending, broadcasting, receiving, and confidential reception. Even if the transaction report is set to not print out after transmission using the above program, you can still have it printed out after a transmission by following the steps below during the transmission operation. (If the transaction report is set to print out, you can also follow the steps below to have it not print out after the transmission.)

NOTE

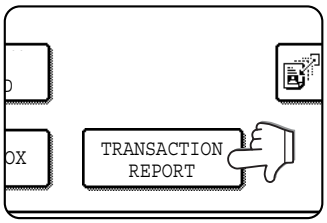
The contents of the transaction report are explained in "WHEN A TRANSACTION REPORT IS PRINTED" (page 7-2).

1 In fax mode, touch the [SPECIAL MODES] key.

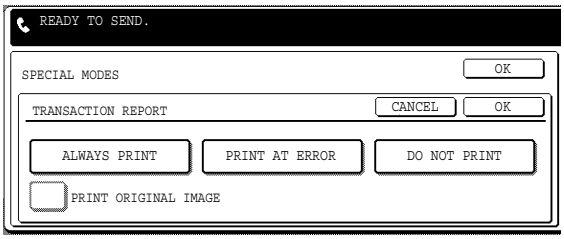


If the address book screen appears, touch the [CONDITION SETTINGS] key to display the condition settings screen (page 1-5).

2 Touch the [TRANSACTION REPORT] key.



3 Setting the transaction report to print out (or not print out).

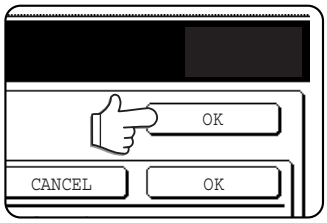


If you want the transaction report to print regardless of whether the transmission succeeds or fails, touch the [ALWAYS PRINT] key. If you want the report to print only if the transmission is not successful, touch the [PRINT AT ERROR] key. If "Transaction report print select setting" (page 8-6) in the key operator programs is set to print a report and you do not want to print a report, touch the [DO NOT PRINT] key.

About the [PRINT ORIGINAL IMAGE] checkbox

When a transaction report is set to print, you can select this checkbox to have part of the first page of the transmission printed on the transaction report.

4 Touch the outer [OK] key.



You will return to the screen of step 1.
To cancel the transaction report setting, touch the [CANCEL] key.

5 Send the fax as explained in "BASIC PROCEDURE FOR SENDING FAXES" (pages 2-2 to 2-3).

NOTE

To cancel the transaction report function, touch the [CANCEL] key on the transaction report setting screen. (step 4)

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TRANSMISSION AND RECEPTION USING THE POLLING FUNCTION

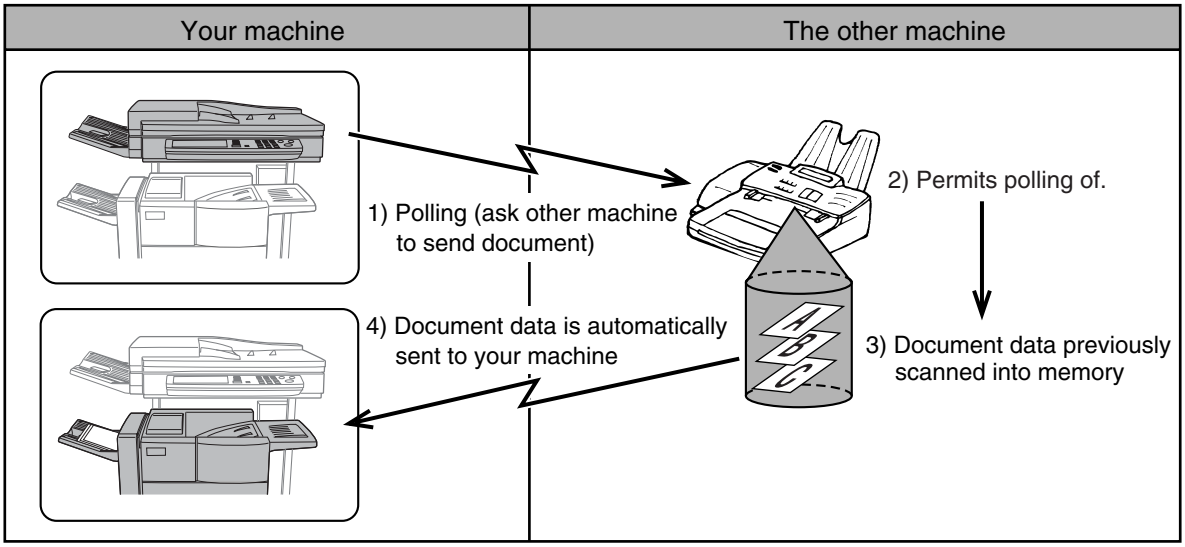
This function can only be used if the other machine is a Super G3 or G3 machine and supports the polling function. The polling function allows your machine to call a fax machine that has document data set and initiate reception of the document. You can also perform the reverse operation: scan a document into the memory of your machine so that another machine can call your machine and initiate reception of the document.
This function whereby your machine calls the sending machine and asks the sending machine to begin transmission of a loaded document is called the polling function. Scanning a document into memory and automatically sending it when the receiving machine calls and "polls" your machine is called polling memory.

NOTE

For information on polling and polling memory using F-codes, refer to page 4-4. This section only explains normal polling and normal polling memory.

■ Polling

This function allows your machine to call a sending machine and initiate reception of a document loaded in that machine. A timer setting can also be established to have the operation take place at night or another specified time (refer to 3-6 page).


Your machine
The other machine
1) Polling (ask other machine to send document)
2) Permits polling of.
3) Document data previously scanned into memory
4) Document data is automatically sent to your machine

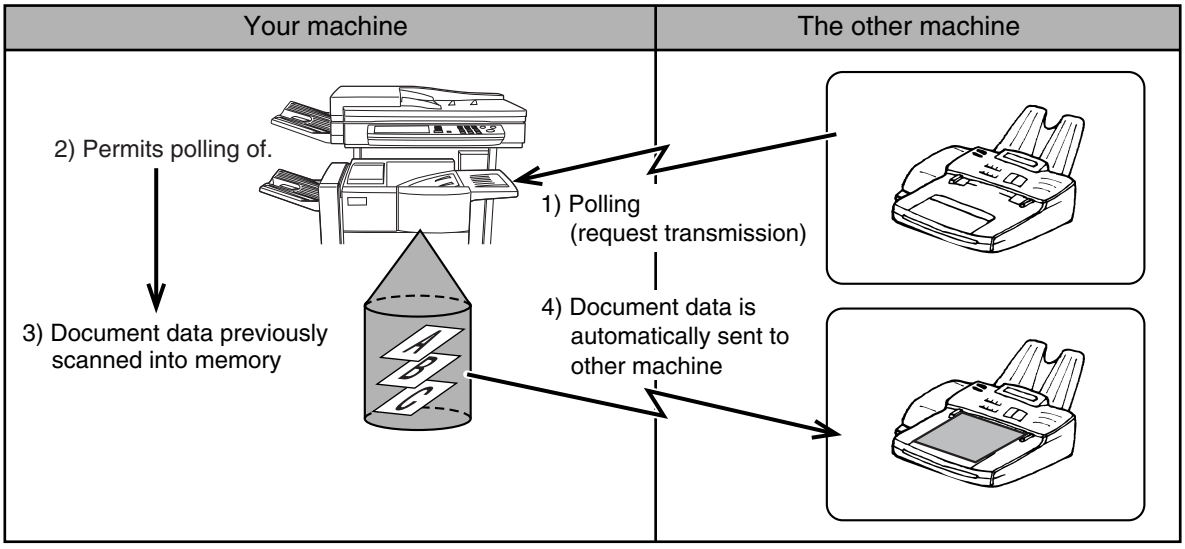
Serial Polling: Group keys and the broadcast transmission function (page 3-2) can be used to successively poll multiple fax machines in a single operation. Up to 500 (maximum of 300 on the AR-M351U/AR-M451U when a hard disk is not installed) machines can be polled. In this case, the sequence of operations in the above diagram is successively repeated for each sending machine selected.

NOTE

The receiving machine bears the expense (phone charges) of polling transmission.

■ Polling memory

This feature allows your machine to automatically send a document previously scanned into memory when another machine calls and polls your machine.


Your machine
The other machine
2) Permits polling of.
1) Polling (request transmission)
3) Document data previously scanned into memory
4) Document data is automatically sent to other machine

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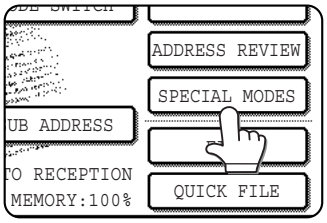
USING THE POLLING FUNCTION

A document should not be loaded in the machine when the following operation is performed. When used in conjunction with the timer transmission function, only one polling job can be stored.

NOTE

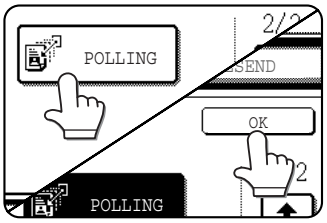
If the other machine has a polling security function (refer to page 3-16), use the key operator program to program your own fax number (refer to page 8-5), and ask the operator of the other machine to appropriately program your fax number in that machine.

1 In fax mode, touch the [SPECIAL MODES] key and then touch the ⊡ key.



If the address book screen appears, touch the [CONDITION SETTINGS] key to display the condition settings screen (page 1-5).

2 Touch the [POLLING] key and then touch the [OK] key.

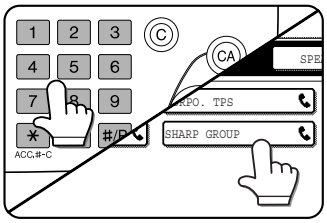


The [POLLING] key is highlighted and the polling icon appears.

To cancel polling, touch the [POLLING] key once again to cancel the selection.

You will return to the initial screen.

3 Dial the number of the other fax machine or touch an auto-dial key (one-touch key, group key or speed dial key). (refer to page 2-4).



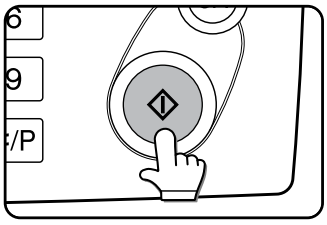
If the condition settings screen appears, touch the [ADDRESS BOOK] key to display the address book screen. (See 1-4 page.)

If you are performing serial polling, touch the [NEXT ADDRESS] key and repeat this step. (See step 3 on Page 3-3)

NOTE

When performing serial polling, an auto-dial key that includes a sub-address or passcode (page 4-2) cannot be selected.

4 When you have finished entering the destination(s), press the [START] key.



"POLLING." appears in the touch panel.

The fax is received from the other machine and printed out.

NOTE

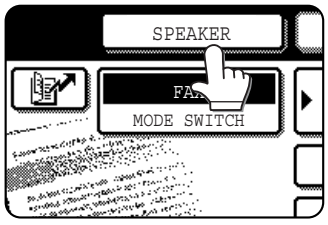
To cancel the operation

Press the [JOB STATUS] key and then cancel the operation. (See "CANCELLING ON-HOOK DIALING" on page 2-9.)

■ Manual polling

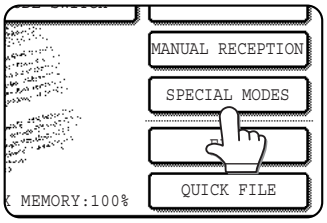
A document should not be loaded in the machine when the following operation is performed. Manual polling is begun on the signal of the other party.

1 Touch the [SPEAKER] key in fax mode, and dial the number of the other machine.



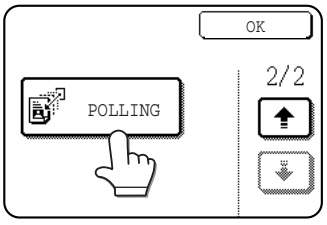
A one-touch key or the [RESEND] key can also be used.

2 Touch the [SPECIAL MODES] key and then touch the ⊡ key.



If the address book screen appears, touch the [CONDITION SETTINGS] key to display the condition settings screen (page 1-5).

3 When you hear the fax tone from the other machine, touch the [POLLING] key.



"POLLING." appears in the touch panel.

4 Polling reception begins.

Your machine prints the document after receiving it from the sending machine.

NOTE

Serial polling cannot be performed manually. When polling reception ends, repeat steps 1 through 4.

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USING POLLING MEMORY

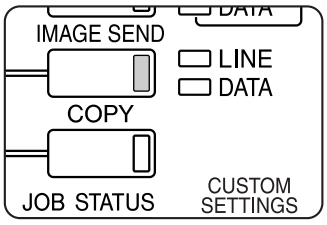
This function sends a document previously scanned into memory to a receiving machine when the receiving machine calls and polls your machine. (If desired, you can restrict polling to fax machines whose fax number you have programmed in your machine. (See "Polling security setting" on page 8-10.) This machine has "memory box", which is memory used for such functions as the normal polling memory function, F-code polling memory, F-code confidential transmission, and F-code relay transmission (refer to page 4-2). The polling memory function explained here uses a memory box called the "PUBLIC BOX".

NOTE
When using the polling memory function, do not set the reception mode to MANUAL RECEPTION.

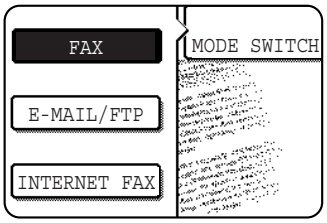
■ Scanning a document into memory (Public Box) for polling memory

This procedure is for scanning a document into the Public Box. If other document data has already been stored in the Public Box, the new document will be added after that data. If the previously stored data is no longer needed, delete that data (refer to the following page) before scanning a new document data.

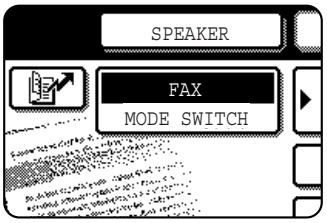
1 Make sure the machine is in fax mode.



When the [IMAGE SEND] key light is on, the machine is in fax mode. If the light is not on, press the [IMAGE SEND] key.



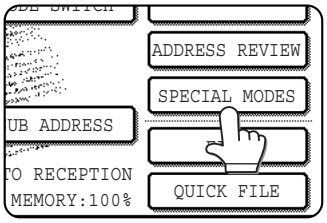
If the network scanner option is installed, touch the [MODE SWITCH] key and then the [FAX] key to switch to fax mode.



When fax mode is selected, "FAX" appears in the top half of the [MODE SWITCH] key.

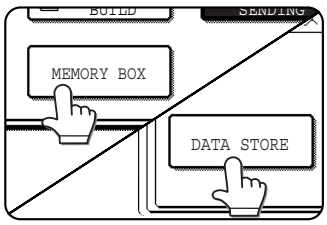
2 Place the original in the automatic document feeder. (See page 1-7.)

3 In fax mode, touch the [SPECIAL MODES] key and then touch the ▼ key.



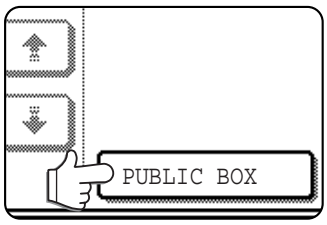
If the address book screen appears, touch the [CONDITION SETTINGS] key to display the condition settings screen (page 1-5).

4 Touch the [MEMORY BOX] key and then touch the [DATA STORE] key.



To cancel the operation, touch the [CA] key.

5 Touch the [PUBLIC BOX] key.



This specifies that the document will be scanned into the Public Box.

6 Setting the number of times that a document in the public box can be polled.

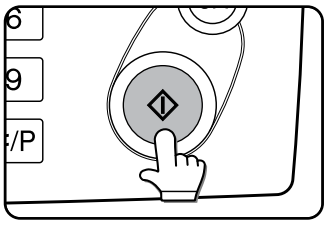
If you want the document to be cleared after polling takes place once, touch the [ONCE] key. If you want to allow polling an unlimited number of times, touch the [UNLIMITED] key.
Note that if another document is already in the public box, the new number of times setting will apply to that document as well.

7 Touch the [OK] key.

You will return to the initial screen.

8 Set the original size, resolution, exposure and other scanning conditions as needed. (See "MANUALLY SETTING THE SCANNING SIZE" on page 1-8, pages 1-10 to 1-11.)

9 Press the [START] key.



The document is scanned. If other document data has previously been stored, the new data will be added on after the old data.

If you used the document glass and have another page to scan, change the pages and then press the [START] key again. Repeat this procedure until all pages have been scanned, and then touch the [READ-END] key that appears in the message screen. When the document data has been stored in the Public Box, "JOB STORED." appears on the screen, after which you will return to the initial screen.

NOTE
To cancel scanning
To cancel scanning of a document while scanning is in progress, press the [C] key. To delete a document that has already been scanned, see "Deleting document data from the Public Box" on the following page.

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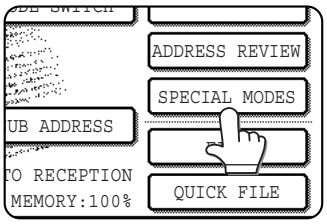
■ Printing document data in the Public Box

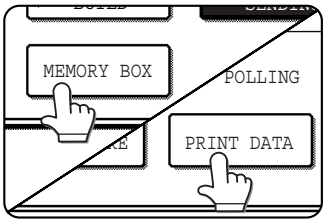
To check a document that is stored in the public box, follow these steps to print it out.
If no documents have been stored, the [PUBLIC BOX] key will be greyed out.

1 In fax mode, touch the [SPECIAL MODES] key and then touch the ⊡ key.

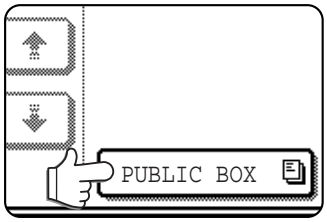


If the address book screen appears, touch the [CONDITION SETTINGS] key to display the condition settings screen (page 1-5).

2 Touch the [MEMORY BOX] key and then touch the [PRINT DATA] key.

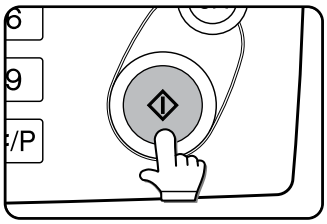


3 Touch the [PUBLIC BOX] key.



Touching the [CANCEL] key will return you to the screen of step 2.

4 Press the [START] key.

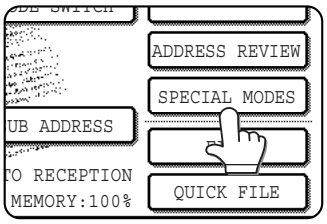


The message screen appears and the Public Box data is stored as a print job.
To cancel printing, touch the [CANCEL] key.

■ Deleting document data from the Public Box

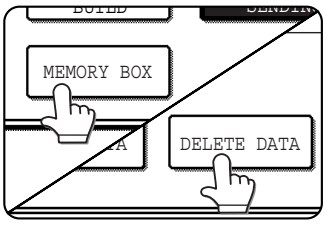
This procedure is used to delete document data from the Public Box when it is no longer needed.

1 In fax mode, touch the [SPECIAL MODES] key and then touch the ⊡ key.

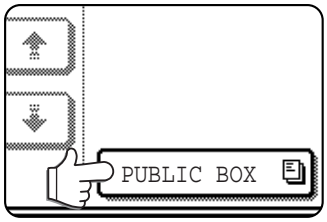


If the address book screen appears, touch the [CONDITION SETTINGS] key to display the condition settings screen (page 1-5).

2 Touch the [MEMORY BOX] key and then touch the [DELETE DATA] key.

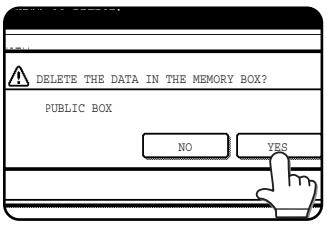


3 Touch the [PUBLIC BOX] key.



The message screen appears.

4 Touch the [YES] key.



All data in the Public Box is deleted and you return to the screen of step 2.
If you touch the [NO] key, you will return to the screen of step 2 without deleting the data.

■ Restricting polling access (polling security)

If you wish to prevent unauthorised fax machines from polling your machine, turn on the polling security function. When this function is turned on, polling permission will only be granted if the fax number of the polling machine (as programmed in that machine) matches one of the fax numbers you have programmed in your machine as passcode numbers. Up to 10 fax numbers can be programmed as passcode numbers.

To turn on the polling security function and program passcode numbers, use the key operator program as explained in "Passcode number setting" on page 8-10.

NOTES

- If you do not use the polling security function, the document will be sent to any fax machine that polls you.
- To use polling memory with polling security enabled, the sender's number of the polling machine must be programmed in that machine and in your machine

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PROGRAMMING FREQUENTLY USED OPERATIONS

This function allows you to store the steps of an operation, including the destination and scanning settings, into a program. This function is convenient when you frequently send documents, such as a daily report, to the same destination. Up to eight programs can be stored.

Programs can be stored using the custom settings, and a name up to 18 characters long can be assigned.

For information on storing, editing, and deleting programs, refer to "storing a program", and "Editing and deleting programs" on page 6-8.

The following settings can be stored in a program:

- Destination fax number
- Polling
- Erase
- Dual Page Scan
- 2in1
- Card shot
- Resolution and exposure

Auto-dial keys (one-touch key, group key or speed dial key) are used to store the destination fax number. A full number cannot be entered. When storing a broadcast transmission or serial polling operation in a program, up to 500 (maximum of 300 on the AR-M351U/AR-M451U when a hard disk is not installed) destination fax numbers can be stored.

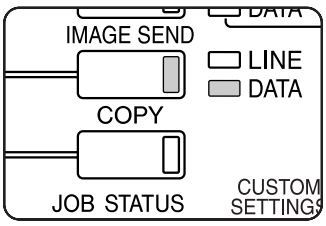
NOTES

- A program differs from a timer transmission (page 3-6) in that it is not cleared from memory after transmission takes place. A program thus allows you to repeatedly perform the same type of transmission. Note, however, that programs do not allow you to establish a timer setting for transmission.
- With the exception of polling, reception operations cannot be stored in a program.

3

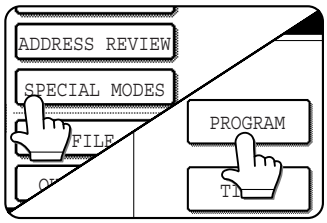
USING A PROGRAM

1 In fax mode, load the document (page 1-7).



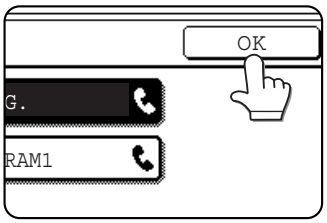
Do not load a document if you are performing a polling operation.
If you are going to use Dual Page Scan (page 3-5) and card shot (page 3-8), place the document on the document glass.

2 Touch the [SPECIAL MODES] key and then the [PROGRAM] key.



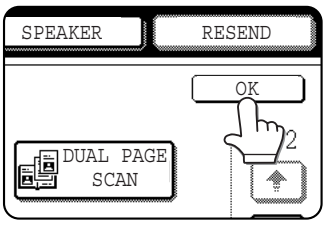
If the address book screen appears, touch the [CONDITION SETTINGS] key to display the condition settings screen (page 1-5).

3 Touch the program key you wish to execute. Make sure the key is highlighted and then touch the [OK] key.



The program key you touched is selected and you return to the screen of step 2.
The [PROGRAM] key is highlighted.

4 Touch the [OK] key.



You will return to the initial screen.

5 If needed, set the original size and other settings, and then press the [START] key.

Transmission takes place according to the program.

NOTE

Select functions that cannot be stored in a program before you press the [START] key in step 5. These functions include specifying the original size (See "MANUALLY SETTING THE SCANNING SIZE" on page 1-8.), two-sided scanning (See "FAXING A TWO-SIDED ORIGINAL" on page 2-7.), and timer transmission. (See "TIMER TRANSMISSION" on page 3-6.)

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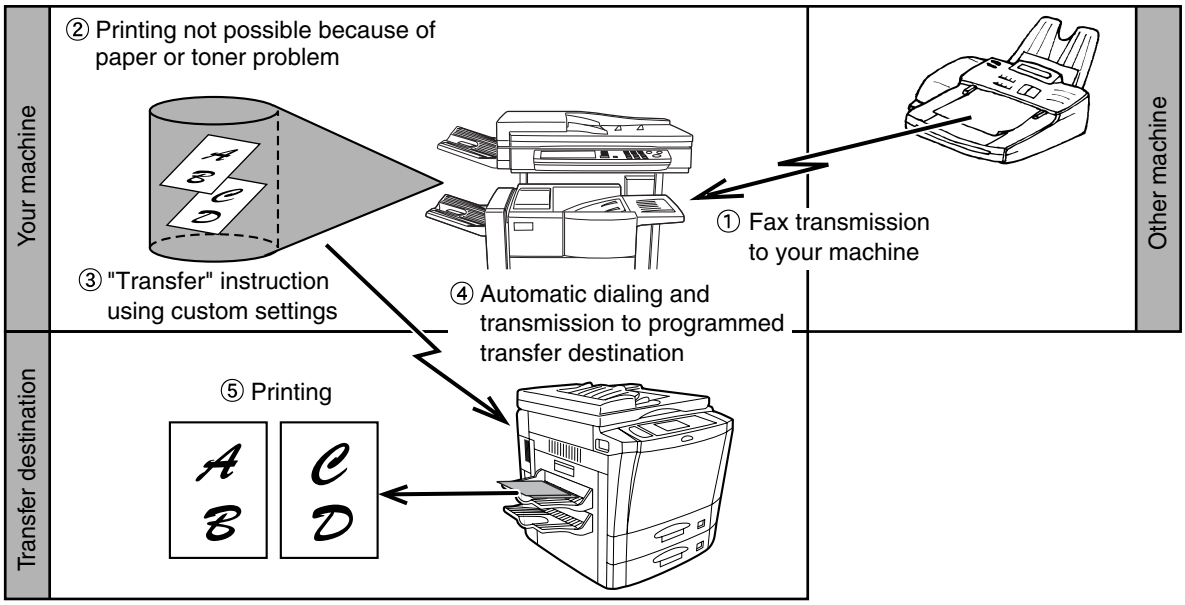
TRANSFERRING RECEIVED FAXES TO ANOTHER MACHINE WHEN PRINTING IS NOT POSSIBLE (FORWARDING FUNCTION)

When printing is not possible because of a paper, toner, or other problem, you can transfer received faxes to another fax machine if that machine has been appropriately programmed in your machine. This function can be conveniently used in an office or other workplace where there is another fax machine connected to a different phone line. When a fax has been received to memory, the DATA light to the right of the IMAGE SEND key (See "If received data cannot be printed" on page 2-10.) blinks.


Your machine
Other machine
Transfer destination
② Printing not possible because of paper or toner problem
① Fax transmission to your machine
③ "Transfer" instruction using custom settings
④ Automatic dialing and transmission to programmed transfer destination
⑤ Printing

NOTES

- When the transfer instruction is issued, all data that has been received in memory to that point is transferred. The page that was being printed when the problem occurred and all following pages will be transferred.
- Data cannot be selected for transfer. Data received to a confidential memory box (See "F-CODE CONFIDENTIAL TRANSMISSION" on page 4-6.) cannot be transferred.
- The result of transfer is indicated on an activity report. (See "VIEWING THE COMMUNICATION ACTIVITY REPORT" on page 7-3.)

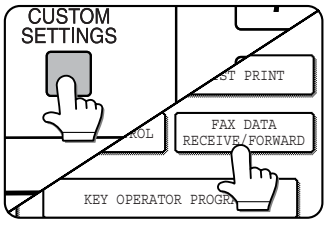
USING THE TRANSFER FUNCTION

■ Program the fax number of the transfer destination

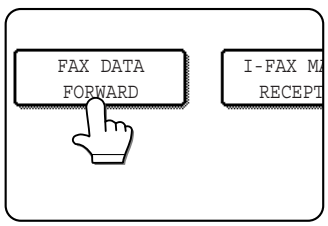
Use the key operator program to program the number of the transfer destination. (See "Set the telephone number for data forwarding" on page 8-9.) Only one fax number can be programmed. The transfer function cannot be used unless a number is programmed.

■ Transferring received data

1 Press the [CUSTOM SETTING] key and then touch the [FAX DATA RECEIVE/FORWARD] key.

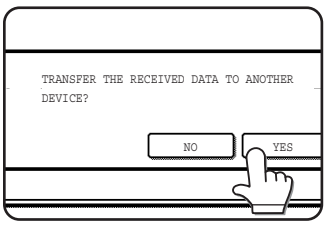


2 Touch the [FAX DATA FORWARD] key.



If there is no data to transfer or a transfer number has not been programmed (See "Set the telephone number for data forwarding" on page 8-9.), a message will appear and transfer will not be possible.

3 Touch the [YES] key.



The machine automatically dials the transfer destination programmed with the key operator program and begins transfer.
If you do not wish to transfer the data, touch the [NO] key.

NOTES

- **To cancel transfer**
  Press the [JOB STATUS] key, and then cancel the transfer in the same way as a transmission. (See "CANCELLING A FAX TRANSMISSION" on page 2-9.) The data that was going to be transferred will return to print standby status in your machine.
- If the transfer is not possible because the line is busy or a transmission error occurs, the data returns to print standby status in your machine.

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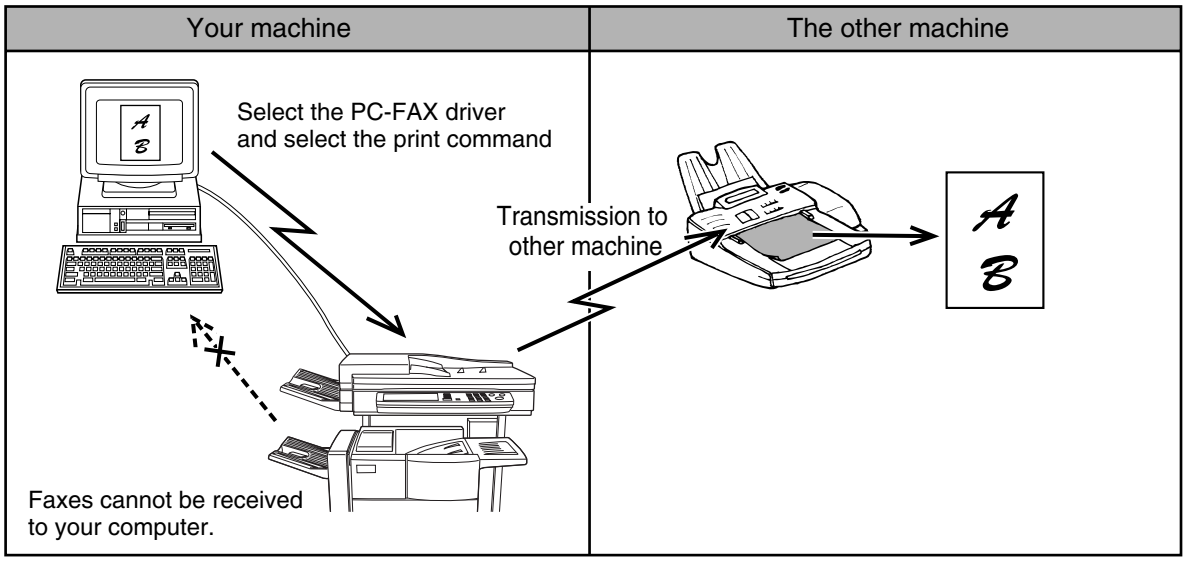
FAXING DIRECTLY FROM A COMPUTER (PC-FAX FUNCTION)

This feature can only be used when the printer function is a standard feature or has been installed as an option.

The PC-FAX driver can be installed in your computer to enable documents created on your computer to be faxed directly from your computer screen. This eliminates the bother of printing the document and faxing it from the machine.
The PC-FAX driver is contained on the CD-ROM that accompanied the machine or the printer expansion kit.

NOTES

- This function can only be used in a Windows environment.
- This function can only be used for transmission. Faxes cannot be received to your computer.



■ Installing the PC-FAX driver

The installer on the CD-ROM that accompanied the machine or the printer expansion kit is used to install the PC-FAX driver in the same way as for the PCL5e or PCL6 printer driver.

■ Using the PC-FAX function

To fax a document using the PC-FAX function, select the PC-FAX driver as the printer driver on your computer and "print" the document. Fax data will be created and the fax will be transmitted.
For more information, see the Help file for the PC-FAX driver.

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CHAPTER 4

USING CONVENIENT FUNCTIONS 2
TRANSMISSION USING F-CODES

This chapter explains F-code transmission, which gives you a convenient means of performing advanced operations such as relay broadcast transmission and confidential transmission. Normally these functions require that the other fax machine be a similar Sharp machine; however, F-code transmission enables these functions to be performed with any other machine that supports F-code transmission. Please read those sections which are of interest to you.

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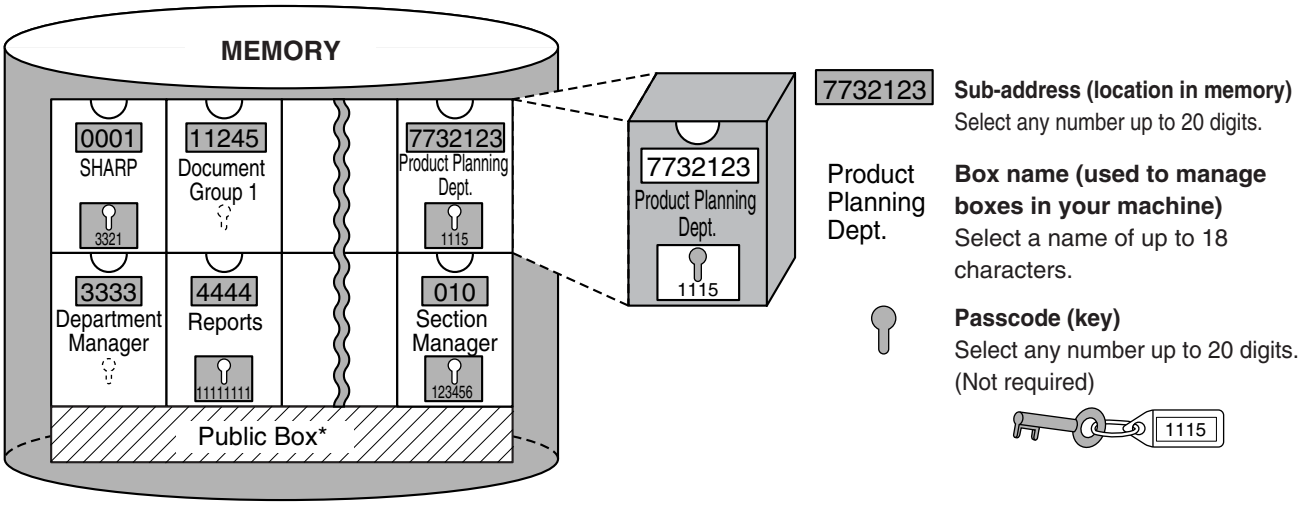
TRANSMISSION BETWEEN MACHINES SUPPORTING F-CODES

This machine supports the "F-code" standard as established by the ITU-T*.
Operations such as relay broadcast transmission and confidential transmission previously could only be performed with another Sharp fax machine; however, F-Code communication makes it possible to perform these operations with fax machines of other manufacturers that support F-Code communication.
Before using the functions explained in this chapter, make sure that the other fax machine supports F-Code communication and has the same functions as your machine. (the other machine may use a different name for the function).

* The ITU-T is a United Nations organization that establishes communications standards. It is a department of the International Telecommunication Union (ITU), which coordinates global telecommunications networks and services.

MEMORY BOXES AND SUB-ADDRESSES/PASSCODES REQUIRED FOR F-CODE TRANSMISSION

"Memory boxes" can be created in the memory of fax machines that support F-Code communication. These boxes are used to store faxes received from other machines and documents to be transmitted when a polling request is received. Fax machines that support F-code transmission enable the creation of a **"memory box"** in the unit's memory. The memory box is used to store documents received from another fax machine or documents to be sent when another machine polls that machine. Up to 100 memory boxes can be created for a variety of purposes, and a name can be assigned to each box. A **"sub-address"** that indicates the box's location in memory must be programmed, and if desired, a **passcode** can also be programmed to control access to the box.



*The Public Box is used for normal serial polling (See "USING POLLING MEMORY" on page 3-15).

When communication occurs involving a memory box, the communication will only take place if the sub-address and passcode that the other machine sends match the sub-address and passcode programmed in your machine for that box. Therefore, to allow communication, you must inform the other party of the sub-address and passcode of the memory box. Likewise, to send a document to a memory box in another machine or use polling to retrieve a document from that memory box, you must know the sub-address and passcode of that memory box. (Box names are used only to manage boxes in the machine; you do not need to inform the other party of a box name the other party only needs to know the sub-address and passcode.)
This machine uses the term "sub-address" for the location of the memory box and the term "passcode" for the password that allows communication; however, other fax machines of other manufacturers may use different terms. When asking the other party for a sub-address and passcode, you may find it useful to refer to the 3-character alphabetical terminology used by the ITU-T.

This machine	ITU-T		
	F-code polling memory box	F-code Confidential box	F-code Relay Broadcast Function
Sub-address	SEP	SUB	SUB
Passcode	PWD	SID	SID

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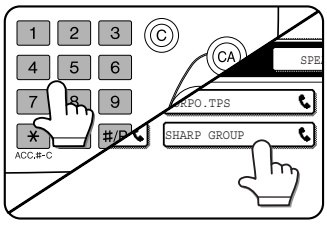
ENTERING (DIALING) A FAX NUMBER WITH A SUB-ADDRESS AND PASSCODE

When transmitting to a memory box in another fax machine, the sub-address and passcode must be entered after the other machine's fax number. Enter the other machine's fax number as explained for a normal transmission (page 2-2) or for a polling operation (page 3-14), and then enter the sub-address and passcode as follows:

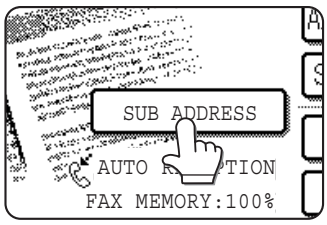
1 Dial the fax number of the other machine, or touch a one-touch key or the speed dial key.



If the condition settings screen appears, touch the [ADDRESS BOOK] key to display the address book screen (refer to page 1-4).

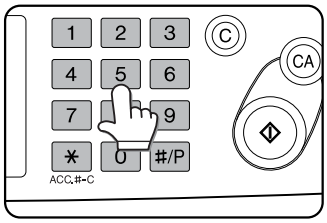
If the sub-address and passcode have been programmed into the one-touch key, the following steps are not needed.

2 Touch the [SUB ADDRESS] key.



A slash "/" appears at the end of the fax number. If you make a mistake, press the [C] key to clear the mistake.

3 Use the numeric keys to enter the sub-address of the other machine's memory box (max. 20 digits)



If you make a mistake, press the [C] key and re-enter the correct digit(s).

4 Touch the [SUB ADDRESS] key once again.

A slash "/" appears at the end of the sub-address.

5 Use the numeric keys to enter the passcode of the other machine's memory box (max. 20 digits)

If a passcode has not been established for the other box, this step is not necessary.

NOTES

- You can program a sub-address and passcode into a one-touch dial key along with the fax number (refer to page 6-3).
- Manual transmission (on-hook dialing or lifting an extension phone connected to the machine) using a sub-address and passcode is not possible.

CREATING A MEMORY BOX FOR F-CODE TRANSMISSION

Operations that use F-Code memory boxes include F-Code polling memory (following page), F-Code confidential transmission (page 4-6), and F-Code relay broadcast transmission (page 4-8). To perform these operations, a memory box for each type of transmission must be created.

Memory boxes are created in the custom settings. Up to 100 boxes can be created.

The information programmed in each memory box varies slightly depending on the type of operation. Refer to pages 6-11 to 6-16 for the procedures for creating, editing, and deleting memory boxes.

After you have programmed a memory box, inform the other party of the box's sub-address and passcode.

NOTE

If you attempt to create a box when 100 boxes have already been created, a message will appear and you will not be able to create the box. First delete an unused box (See "EDITING AND DELETING A MEMORY BOX" on page 6-16.), and then create the new box.

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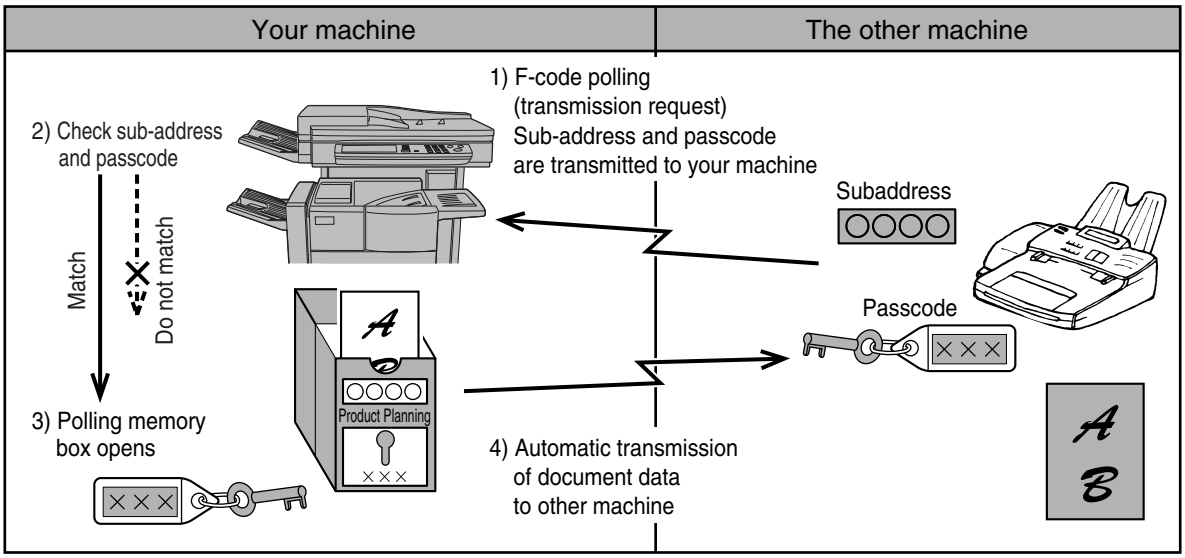
F-CODE POLLING MEMORY

F-code polling memory allows one fax machine to call another fax machine and activate reception of a document that has been scanned into the other machine's F-code polling memory box. Calling another machine and activating reception is called F-code polling, and scanning a document into a memory box for another machine to retrieve by polling is called F-code polling memory. This function is approximately the same as normal polling explained on page 3-13; however, it uses an F-code polling memory box and is always protected by means of the sub-address and passcode.

■ How F-code polling memory works



F-code polling is when your machine calls another machine and retrieves a document that was scanned into the polling memory box of that machine (the reverse of the above diagram).

NOTES

- To perform polling or polling memory without using an F-code, refer to page 3-13.
- To create an F-code memory box for polling memory, refer to page 6-11 and "Number of transmissions" on page 6-13.
- Unlike normal polling, the other machine's fax number is not programmed as a passcode for F-code polling memory. The sub-address and passcode of the polling memory box are always used for polling security.
- The receiving machine bears the expense (phone charges) of the transmission.

USING F-CODE POLLING MEMORY

In order for another machine to retrieve a document from your machine, you must first scan the document into the F-code polling memory box.
You can check scanned document data by printing it out (refer to "Checking and clearing document data in a memory box" on the following page).

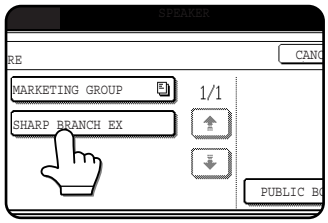
NOTE

When using F-code polling memory, do not set the reception mode to manual reception.

■ Scanning a document into an F-code polling memory box

The procedure for scanning a document into an F-Code polling memory box (page 6-13) is similar to the procedure for scanning a document into the polling memory public box. Instead of touching the [PUBLIC BOX] key in step 5 of "Scanning a document into memory (Public Box) for polling memory" on page 3-15, touch the key of the memory box that you wish to use. If document data has already been stored in that box, a new document data will be added on to the existing data. If you no longer need the existing data, delete it as explained in "Checking and clearing document data in a memory box" on the following page.

When you touch the memory box into which you wish to scan the document, the key is highlighted and selected as the scanning destination.



NOTE

When creating the memory box, you can select whether to have the scanned document data automatically cleared after polling, or left it in the box to allow repeated polling.

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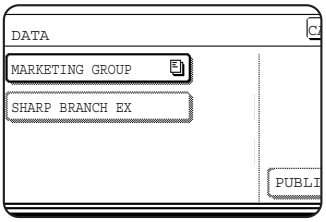
■ Checking and clearing document data in a memory box

The procedure for checking document data in an F-code polling memory box by printing it and the procedure for clearing data from a box are almost the same as the procedures for printing and clearing document data from the Public Box.

Instead of touching the [PUBLIC BOX] key in step 3 of "Printing document data in the Public Box" or "Deleting document data from the Public Box" on page 3-16, touch the key of the desired memory box.

If a document icon ( ) appears to the right of a memory box key, document data has been stored in that box and you can print it out.

However, the contents cannot be printed or deleted while the memory box is being used for transmission.



PROCEDURE FOR F-CODE POLLING

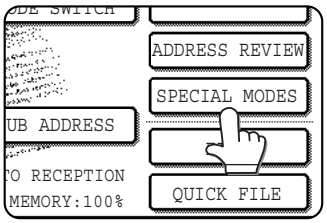
Make sure that a document has not been loaded in the auto document feeder or on the document glass, and then follow the steps below.

NOTES

- You must know the sub-address (SEP) and passcode (PWD) of the other machine's F-code polling memory box.
- Serial polling (selecting multiple fax machines to be polled using a group key or by touching the [NEXT ADDRESS] key) is not possible with F-code polling.

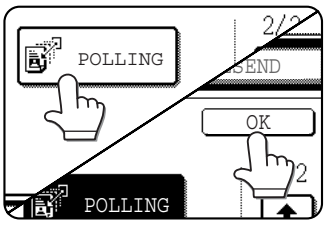
4

1 In fax mode, touch the [SPECIAL MODES] key and then the ⊡ key.



If the address book screen appears, touch the [CONDITION SETTINGS] key to display the condition settings screen (page 1-5).

2 Touch the [POLLING] key and then touch the [OK] key.

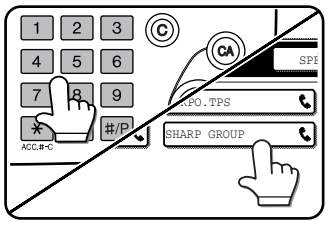


The [POLLING] key is highlighted and the polling icon appears.

To cancel polling, touch the [POLLING] key once again to cancel the selection.

You will return to the initial screen.

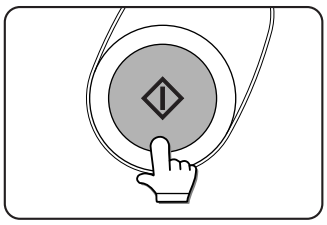
3 Enter the fax number, sub-address, and passcode of the other fax machine.



To use a one-touch key, touch the [ADDRESS BOOK] key to display the address book.

Refer to steps 2 through 5 on page 4-3 for the procedure for entering sub-addresses and passcodes.

4 Press the [START] key.



"POLLING." appears on the screen.

After communicating with the other machine, your machine prints the received document data.

NOTES

- **Cancelling a transmission**
  Press the [JOB STATUS] and cancel the transmission in the same way as when cancelling a stored transmission. (See "CANCELLING A FAX TRANSMISSION" on page 2-9)
- Only one F-code polling timer operation can be stored (see page 3-6).

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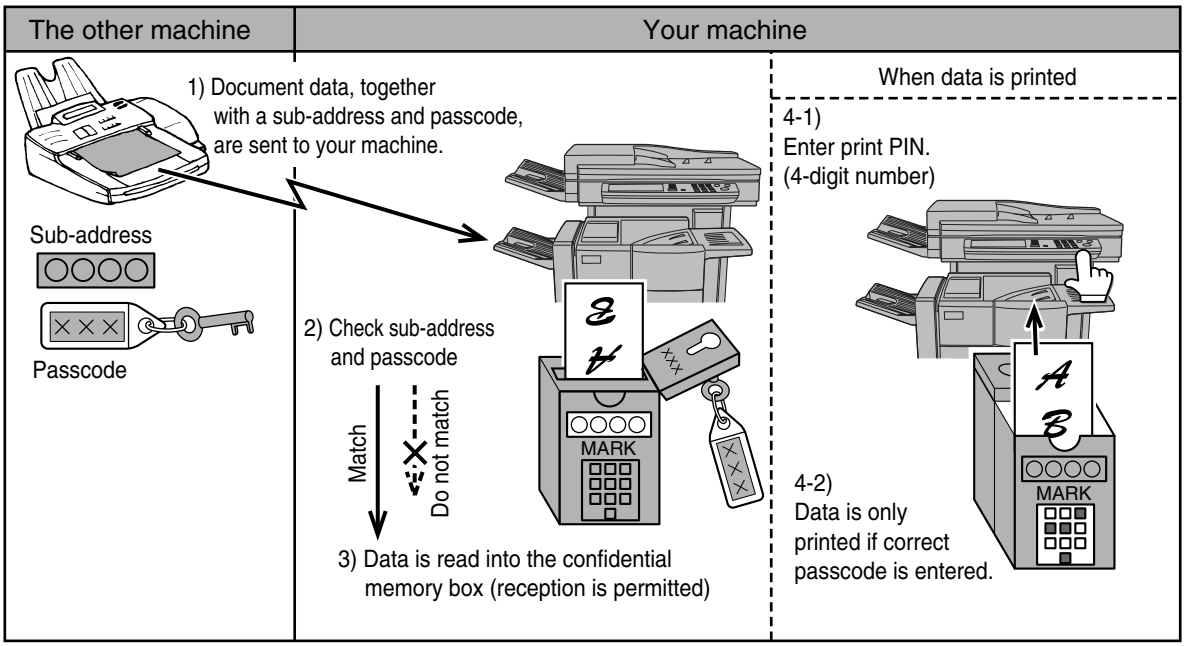
F-CODE CONFIDENTIAL TRANSMISSION

F-Code confidential transmission provides a secure means of faxing confidential documents. The sub-address and passcode programmed in the memory box restrict the recipients of the fax, and once received in the memory box, the fax can only be printed by someone who knows the print passcode (PRINT PIN. see page 6-14).
This function is convenient when sending important documents that you only want a specific person to see, or when multiple departments share a single fax machine.



As the above diagram shows, receiving document data to the machine's F-code confidential memory box is called F-code confidential reception, and sending document data to another machine's F-code confidential memory box is called F-code confidential transmission.

NOTES

- This machine does not support Sharp's previous confidential transmission function, which uses the programmed sender's fax number and ID code.
- Refer to pages 6-10 through 6-13 for the procedures for creating, editing, and deleting F-code confidential memory boxes.
- Take care not to forget the print PIN. programmed in the F-code confidential memory box. If you forget the passcode, consult your dealer.

F-CODE CONFIDENTIAL TRANSMISSION

F-code confidential transmission is performed in the same way as a normal transmission (refer to chapter 2); however, you must enter the sub-address (SUB) and passcode (SID) after the fax number of the other machine. (Omit the passcode if the other machine does not use a passcode.)
For the procedure for entering sub-addresses and passcodes, see "ENTERING (DIALING) A FAX NUMBER WITH A SUB-ADDRESS AND PASSCODE" on page 4-3.
F-code confidential reception is performed in the same way as normal reception (see chapter 2); however, you must inform the other party of the sub-address (SUB) and passcode (SID) of your confidential memory box. (If a passcode is not programmed in the confidential memory box, only inform the other party of the sub-address (SUB).)

NOTE

An F-code confidential transmission can be used in combination with the broadcast transmission function (page 3-2) or timer transmission function (page 3-6), and can be stored in a program (page 6-8).

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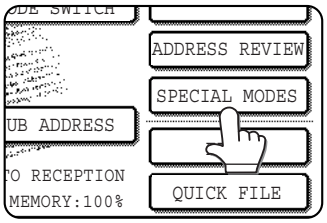
PRINTING A DOCUMENT RECEIVED TO AN F-CODE CONFIDENTIAL MEMORY BOX

Faxes received in an F-Code confidential memory box are printed out by entering the PRINT PIN 4-digit passcode (0000 to 9999) that was programmed when the box was created. Printing of the confidential faxes takes precedence over any other stored jobs.

NOTES

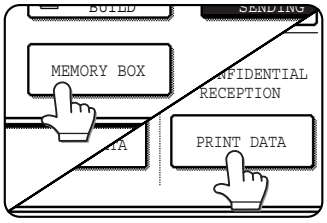
- You can have a transaction report printed each time a fax is received in an F-Code confidential box to inform you of the reception. This setting is enabled in the key operator programs (see "Transaction report print select setting" on page 8-6).
- Document data received to an F-code confidential memory box is automatically cleared after printing.
- When a new fax is received to an F-code confidential box while a previously received fax is still stored in the box, the new fax is added on after the previous fax.

1 In fax mode, touch the [SPECIAL MODES] key and then touch the ⊡ key.



If the address book screen appears, touch the [CONDITION SETTINGS] key to display the condition settings screen (page 1-5).

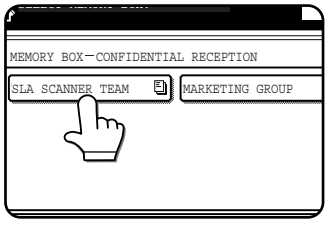
2 Touch the [MEMORY BOX] key and then touch the [PRINT DATA] key.



The memory box menu screen appears.

To cancel the operation, touch the [CANCEL] key.

3 Touch the memory box key that has the document data you wish to print.



A 🗐 mark appears to the right of memory boxes that have received document data.

A memory box cannot be selected while it is being used for transmission.

4 Press the numeric keys to enter the 4-digit print PIN.

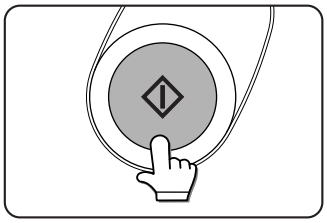
As each digit is entered, "-" changes to " ✳ ".

If the print PIN you entered is correct, the message "PRESS [START] TO PRINT DATA." appears.

If the passcode is not correct, the message "PIN IS NOT VERIFIED." appears and you return to the entry screen.

To return to the screen of step 3, touch the [CANCEL] key.

5 Press the [START] key.



Printing begins. If another print job is already is progress, the confidential data is printed after that job is completed.

NOTE

If received data remains in an F-code confidential memory box, the memory box cannot be deleted.

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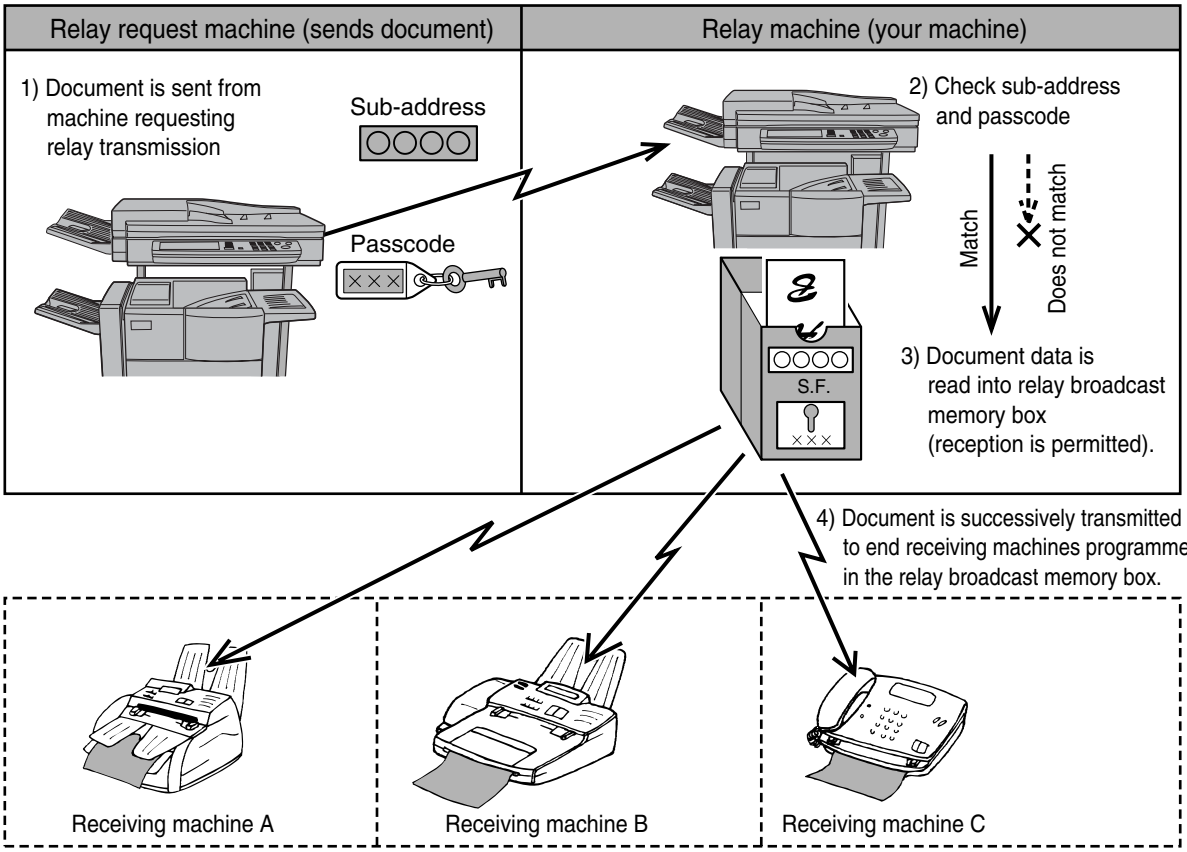
F-CODE RELAY BROADCAST TRANSMISSION

The F-Code relay broadcast function allows the machine to act as a relay machine for a broadcast transmission. The end receiving machines are stored in the machine's F-Code relay memory box, and when the machine receives a relay request from another F-Code machine, it will relay the fax to all of the stored end receiving machines.
The relay machine and the originating machine that requests the relay transmission must both support F-codes; however, the end receiving machines programmed in the F-code relay broadcast memory box do not need to support F-codes.


Relay request machine (sends document)
Relay machine (your machine)
1) Document is sent from machine requesting relay transmission
Sub-address
Passcode
2) Check sub-address and passcode
Match
Does not match
S.F.
3) Document data is read into relay broadcast memory box (reception is permitted).
4) Document is successively transmitted to end receiving machines programmed in the relay broadcast memory box.
Receiving machine A
Receiving machine B
Receiving machine C

The machine that originally sends the document is called the relay request machine, and the machine that has a memory box containing the end receiving machines and which relays the received document to those machines is called the relay machine.
The relay machine also prints the document sent by the relay request machine.

For example, corporate headquarters in Seattle wants to send the same document to branch offices in San Francisco, Oakland, Berkeley, and San Jose. If the San Francisco office creates a relay broadcast memory box and programs the Oakland, Berkeley, and San Jose offices as end receiving destinations, the overall phone charges will be lower than if the Seattle office uses the normal broadcast transmission function (page 3-2). This function can also be combined with a timer setting (page 3-6) to take advantage of off-peak rates, allowing a further reduction in phone charges.

Transmission by the relay machine is called "F-code relay broadcast transmission", and transmission from the relay request machine to the relay machine is called "relay request transmission".

NOTES

- This machine does not support Sharp's previous relay broadcast function, which uses the programmed sender's number and relay ID code.
- To create an F-code relay broadcast memory box and program, edit, and delete end receiving machines, refer to pages 6-11 to 6-16. When creating a box, a passcode (SID) can be omitted.
- The relay request machine only bears the expense of sending the document to the relay machine. The relay machine bears the expense of sending the document to each of the end receiving machines.

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USING THE F-CODE RELAY BROADCAST FUNCTION

(your machine is the relay machine)

When a document is received from a relay request machine, the F-code relay broadcast function transmits the document to the end receiving machines using a memory box only if the sub-address and passcode sent by the relay request machine are correct.

Refer to pages 6-11 through 6-16 for the procedures for creating, editing, and deleting memory boxes.

Up to 30 end receiving machines (30 one-touch keys or group keys) can be programmed in the F-code relay broadcast memory box.

A document received from a relay request machine is initially stored in the memory box of your machine. Your machine (the relay machine) also prints the document, thus the document is first stored as a print job and then as transmission jobs to each of the programmed end receiving machines. The document data is automatically cleared after transmission to all end receiving machines is completed.

USING THE F-CODE RELAY REQUEST FUNCTION

(your machine requests a relay broadcast)

Ask the operator of the other F-Code machine (the relay machine) to create an F-Code relay broadcast memory box that contains the end receiving machines to which you wish to send a fax, and ask for the sub-address (SUB) and passcode (SID) of that box.

When you dial the relay machine to send the fax, enter the sub-address and passcode after the fax number. The fax will be sent to the relay machine's memory box, and the relay machine will call each of the programmed end receiving machines and relay the fax to those machines. (If a passcode (SID) is not programmed in the memory box , enter only the password when dialing.)

Aside from the method of dialing the relay machine, the transmission procedure is the same as for a normal transmission (refer to chapter 2).

Refer to "ENTERING (DIALING) A FAX NUMBER WITH A SUB-ADDRESS AND PASSCODE" on page 4-3 for the procedure for entering a sub-address and passcode after the fax number of the other machine.

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CHAPTER 5

USING CONVENIENT FUNCTIONS 3 CONVENIENT METHODS OF USE

This chapter explains functions that widen the scope of use of the fax machine. Please read those sections that are of interest to you.

Page

USING AN EXTENSION PHONE 5-2

- USING AN EXTENSION PHONE TO RECEIVE A FAX 5-2
- RECEIVING A FAX AFTER TALKING (MANUAL RECEPTION) ... 5-3
- SENDING A FAX AFTER TALKING (MANUAL TRANSMISSION) 5-4

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USING AN EXTENSION PHONE

You can connect a telephone to the machine and use it as an extension phone to place and receive calls like any normal phone. You can also activate fax reception from the phone (remote operation).

NOTE
If you connect a combination telephone/answering machine to the machine, you will not be able to use the answering machine function.

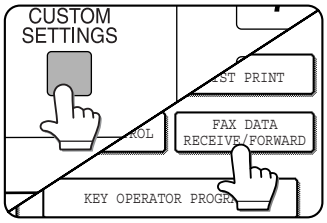
USING AN EXTENSION PHONE TO RECEIVE A FAX

The machine normally receives faxes automatically after ringing (page 2-10); however, when an extension phone is connected, you can set the reception mode to "MANUAL RECEPTION". This will allow you to talk to the other party first and then receive a fax.
This is convenient when you only have one telephone line and receive more voice calls than faxes. You must answer all calls on the extension phone, and activate fax reception after you verify that a call is a fax transmission.

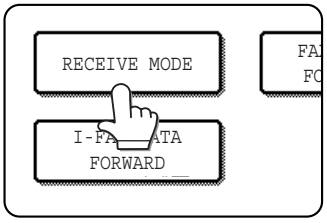
NOTES
- The reception mode is initially set to "AUTO RECEPTION". If you have not connected an extension phone, keep the reception mode set to "AUTO RECEPTION".
- If you hear beeps during reception or at the end of reception and an error message appears in the display, refer to page 7-3.

■ Changing the reception mode to "MANUAL RECEPTION"

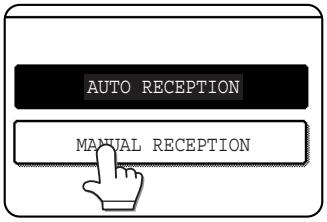
1 Press the [CUSTOM SETTINGS] key. Then touch the [FAX DATA RECEIVE/ FORWARD] key .



2 Touch the [RECEIVE MODE] key.

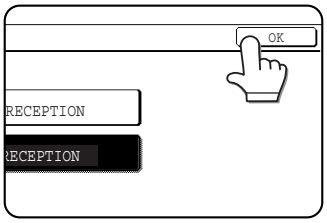


3 Touch the [MANUAL RECEPTION] key.



The [MANUAL RECEPTION] key is highlighted.

4 Touch the [OK] key.



The reception mode is set to "MANUAL RECEPTION".

You will return to the screen of step 2.

Touch the [OK] key in the screen of step 2, and then touch the [EXIT] key in the [CUSTOM SETTINGS] screen to return to the main screen.

NOTE
To return the reception mode to AUTO RECEPTION, touch the [AUTO RECEPTION] key in step 3 above.

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RECEIVING A FAX AFTER TALKING (MANUAL RECEPTION)

When an extension phone is connected to the machine and you have set the reception mode to "MANUAL RECEPTION", you can talk to a person sending a fax manually and then begin fax reception without breaking the connection.

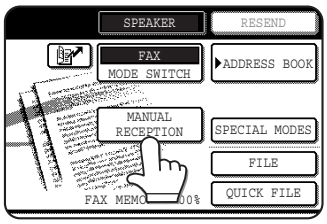
■ When the machine is in Fax mode

A fax can be received manually even when transmission is in progress.

1 When the machine rings, lift the extension phone and speak.

If you hear a fax tone through the extension phone, do not speak and proceed to the next step.

2 With the extension phone still lifted, touch the [MANUAL RECEPTION] key.



Reception begins when the other party begins transmission.

3 Replace the extension phone.

The received fax will be printed after previously stored jobs have been printed. When printing is completed, you will hear a "beep" sound.

NOTES

- If there are stored print jobs, the fax is printed after the stored print jobs.
- You can also talk on the extension phone and manually receive a fax while the machine is printing.
  If the machine rings during printing, lift the extension phone and speak. To receive a fax, press the [IMAGE SEND] key with the extension phone still lifted. When you hear a fax tone through the extension phone, touch the [MANUAL RECEPTION] key.

■ Activating fax reception from an extension phone (remote reception)

After speaking on the extension phone, you can activate fax reception from the extension phone. This is called "remote reception". After speaking, or when you hear a fax tone through the extension phone, perform the following procedure with the extension phone still lifted. ("Remote reception" is only possible when the call is made by the other party.)

NOTE

The following procedure is not possible if you are on a pulse dial line and your extension phone cannot produce tone signals. To find out whether your extension phone can produce tone signals, refer to the manual for your extension phone.

1 If you are on a pulse dial line, set your phone to issue tone signals.

Refer to your phone's manual to set the phone to issue tone signals.

If your phone is already set to issue tone signals, proceed to the next step.

2 Press the [5] key on the extension phone's keypad, and then press the [*] key twice.

Fax reception is activated.

3 Replace the extension phone.

NOTE

The one-digit number that is used to activate fax reception from an extension phone (initially set to "5") is called the "remote reception number". You can change this number to any number from 0 to 9 with the key operator program. (See "Remote reception number setting" on page 8-6.)

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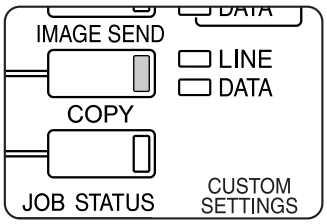
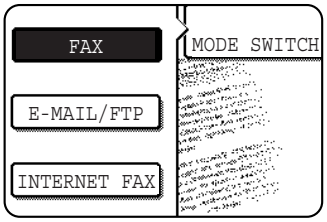
SENDING A FAX AFTER TALKING (MANUAL TRANSMISSION)

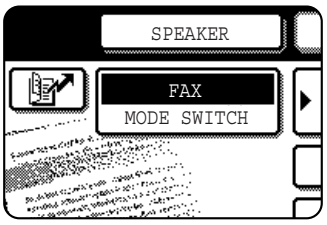
If the other fax machine is set to manual reception, you can talk to the other party and then send a fax without breaking the connection. This procedure is called manual transmission.

NOTE
Automatic redialing (see "If the receiving party is busy" on page 2-8) will not take place if the line is busy.

1 Make sure the machine is in fax mode.







When the [IMAGE SEND] key light is on, the machine is in fax mode.
If the light is not on, press the [IMAGE SEND] key.
If the network scanner option is installed, touch the [MODE SWITCH] key and then the [FAX] key to switch to fax mode.

When fax mode is selected, "FAX" appears in the top half of the [MODE SWITCH] key.

2 Load the original. (see page 1-7)

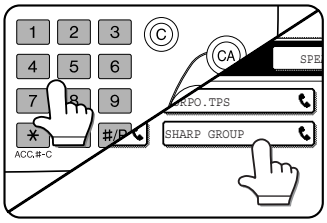
NOTE
If you have loaded the original on the document glass, you can only send one page by manual transmission.

3 Set the original size, resolution, exposure and other scanning conditions as needed.

- MANUALLY SETTING THE SCANNING SIZE (see page 1-8)
- SELECTING THE RESOLUTION (see page 1-10)
- SELECTING THE EXPOSURE (see page 1-11)

4 Lift the extension phone.

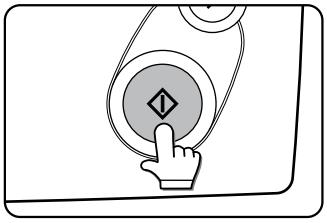
5 Dial the number of the other party or touch a one-touch key.



If the address book screen appears, touch the [CONDITION SETTINGS] key to display the condition settings screen (see page 1-4).
You cannot use a group key or a one-touch key that includes a sub-address and passcode.

6 Speak to the other party when they answer.

7 After the other party switches to fax reception, press your [START] key.



Transmission begins.

8 Replace the extension phone.

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CHAPTER 6

PROGRAMMING

This chapter explains the procedures for programming and the information programmed in auto dial keys (one-touch and group keys), programs, user indexes, and memory boxes.

Page

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- STORING ONE-TOUCH DIAL KEYS 6-3
- EDITING AND DELETING ONE-TOUCH KEYS 6-5
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- PROGRAMMING AN F-CODE MEMORY BOX 6-11
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PROGRAMMING

Auto dial numbers (one-touch keys and group keys), user indexes, and memory boxes are stored, edited and deleted at the operation panel of the machine.

STORING, EDITING, AND DELETING AUTO DIAL KEYS AND PROGRAMS

This section explains the procedures for storing, editing, and deleting auto-dial keys (one-touch keys and group keys) and programs, which simplify the transmission procedure. (The procedure for using one-touch keys and group keys is explained in "TRANSMISSION BY AUTO-DIALING" on page 2-4 and the procedure for using programs is explained in "USING A PROGRAM" on page 3-17.)

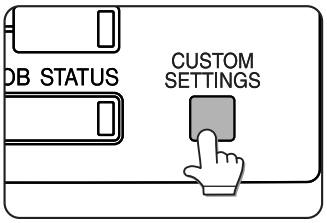
A combined total of 999 (maximum of 500 on the AR-M351U/AR-M451U) one-touch keys and group keys can be stored, and eight programs can be stored. If you attempt to store more than this, a warning message will appear. In this case, delete any auto-dial keys or programs that are no longer needed (refer to pages 6-5, 6-7 and 6-8), and then store the new auto-dial key or program.

NOTE

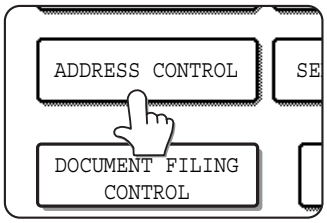
To cancel a storing, editing, or deleting operation, press the [CA] key. You will return to the main screen.

To store, edit, or delete an auto-dial key (one-touch key or group key) or program, first follow steps 1 through 4 below. In the screen of step 4, touch the appropriate key for storing, editing, or deleting.

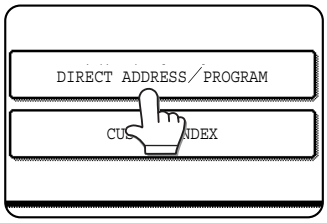
1 Press the [CUSTOM SETTINGS] key.



2 Touch the [ADDRESS CONTROL] key.

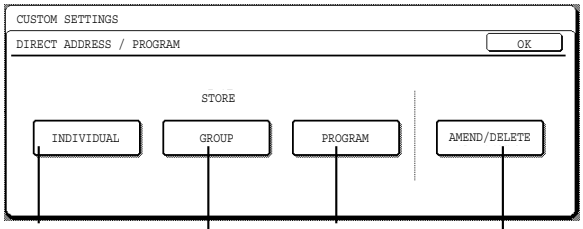


3 Touch the [DIRECT ADDRESS / PROGRAM] key.



The direct address / program menu appears.

4 Touch the desired key and perform the programming operation.
Refer to the pages indicated below for the operation you wish to perform.



[INDIVIDUAL] key
Store a one-touch dial key (following page)

[PROGRAM] key
Store a program key (page 6-8)

[GROUP] key
Store a group key (page 6-6)

[AMEND/DELETE] key
- One-touch key (page 6-5)
- Group key (page 6-7)
- Program (page 6-8)

NOTE

Destinations in programs must be stored using one-touch keys. For this reason, if no one-touch keys have been stored, the [PROGRAM] key will be greyed out.

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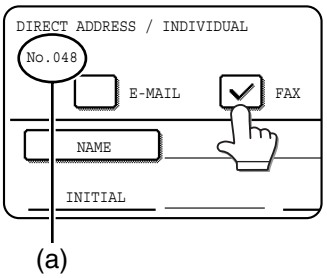
STORING ONE-TOUCH DIAL KEYS

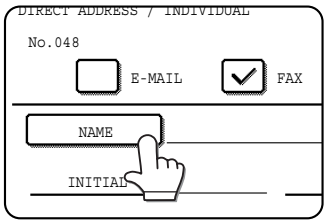
To store a one-touch key, follow steps 1 to 3 on page 6-2, touch the [INDIVIDUAL] key in step 4, and then follow these steps.

1 Make sure the [FAX] key is checked.



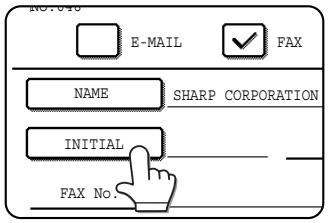
If a FAX checkmark (☑) does not appear, touch the checkbox.
(a) The lowest number (No.048) from 001 to 999 that has not been stored appears automatically. This number is used for dialing with the speed dial key (Speed Dial number).

2 Touch the [NAME] key.

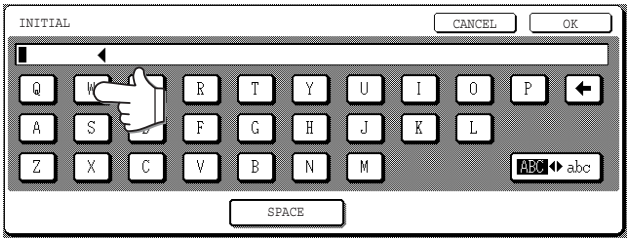


The text entry screen appears. Enter the name of the destination (max. 36 characters).
For information on entering characters, see chapter 7 of the "Operation manual (for general information and copier operation)."

3 Touch the [INITIAL] key



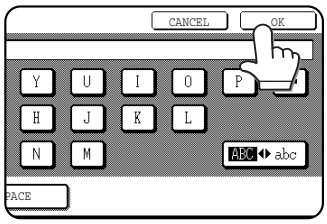
4 Touch a letter key.



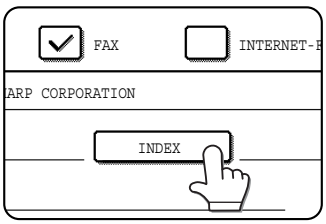
Up to 10 search characters can be entered. If you make a mistake, touch the ← key to delete the mistake and then enter the correct character.

NOTE
The initial you enter here determines the position of the one-touch key in the ABC index. For information on the ABC index, refer to ⑤ Index keys on page 1-5.

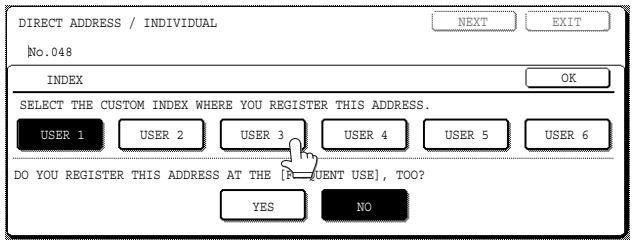
5 Touch the [OK] key.



6 Touch the [INDEX] key.



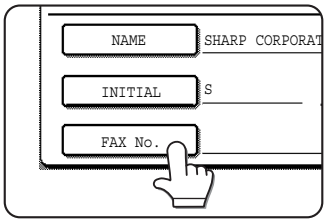
7 Touch an index key.



- Select one of the upper row of keys ([USER 1] through [USER 6]) to determine the location of the one-touch key when the GROUP index is displayed instead of the ABC index (refer to page 1-5).
- The lower keys are for selecting whether to include the one-touch key in the [FREQUENT USE] index. It is convenient to include frequently dialed destinations in the [FREQUENT USE] index.

8 Touch the [OK] key.

9 Touch the [FAX No.] key.



The fax number entry screen appears.

6

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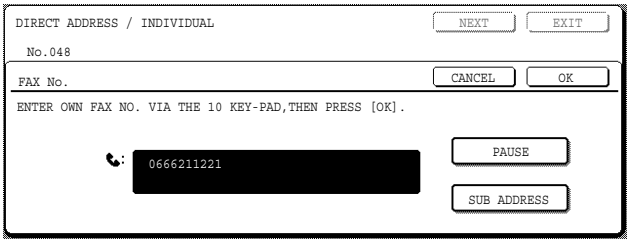
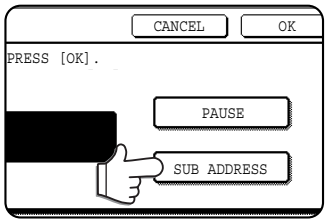
10 Use the numeric keys to enter the fax number.



- To insert a pause between digits of the number, touch the [PAUSE] key. The pause appears as a hyphen "-". Refer to page 8-6 to set the duration of the pause.
- If you make a mistake, press the [C] key to clear one digit at a time, and then enter the correct digit(s).
- If you are not going to enter a sub-address and password after the fax number, proceed to step 13.

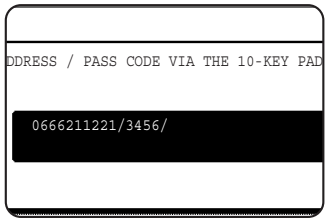
NOTES
- For information on sub-addresses and passcodes, see "MEMORY BOXES AND SUB-ADDRESSES/ PASSCODES REQUIRED FOR F-CODE TRANSMISSION" on page 4-2.
- A maximum of 64 digits can be entered, including the fax number, sub-address, passcode, any pauses (hyphens), and slashes "/" (to separate the sub-address and passcode).

11 If you need to enter a sub-address, touch the [SUB ADDRESS] key and then enter the sub-address with the numeric keys.



When you touch the [SUB ADDRESS] key, a slash is entered after the fax number. Continue by entering the sub-address (max. 20 digits).
If you do not wish to enter a passcode, proceed to step 13.

12 If you wish to enter a passcode, touch the [SUB ADDRESS] key once again and enter the passcode with the numeric keys.



When you touch the [SUB ADDRESS] key, a slash is entered after the sub-address. Continue by entering the passcode (max. 20 digits).

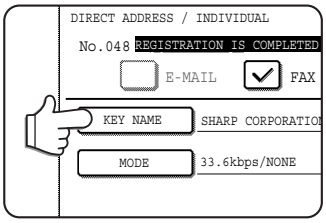
13 Touch the [OK] key.

You will return to the one-touch key programming screen and "REGISTRATION IS COMPLETED." will appear in the touch panel.
The number (Speed Dial number) that appears next to [No.] is used for Speed Dialing. This number is useful when you frequently send faxes to the same destination.

NOTE
The "FAX No." line only shows 32 digits, regardless of how many digits actually programmed.

14 Touch the ⊡ key, and then check the key name.

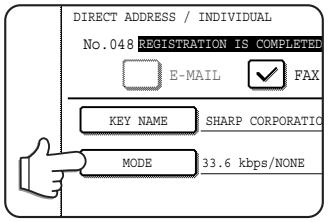
The characters appearing next to the [NAME] key will be displayed in the key. Only the first 9 characters of the name entered in step 1 will be displayed.
If you need to change the name that will be displayed in the key, touch the [KEY NAME] key.



If you do not wish to change the name, this step is not necessary.
Refer to chapter 7 of the "Operation manual (for general information and copier operation) for the procedure for entering characters.

15 Check the transmission settings.

The initial transmission settings are "TRANSMISSION SPEED: 33.6 kbps" and "INTERNATIONAL CORRESPONDENCE MODE: NONE". To change either of the settings, touch the [MODE] key.



If you do not wish to change the settings, this step is not necessary.
After touching the [MODE] key, you can change either of the two settings. When finished, touch the [OK] key.

Transmission speed

Speed selections are 33.6 kbps, 14.4 kbps, 9.6 kbps, and 4.8 kbps. The higher the number, the faster the transmission speed.

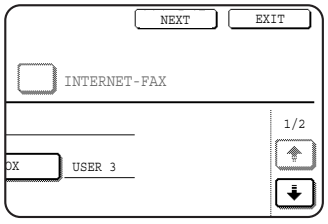
NOTE
Set the transmission speed only when you know what speed is most suitable, such as when you are sending a fax to a foreign country and telephone line conditions are bad. If you do not know the line condition, do not change this setting.

International correspondence mode

Selections are NONE, MODE 1, MODE 2, and MODE 3.

NOTES
- When sending a fax to a foreign country, telephone line conditions can sometimes distort the fax or interrupt the transmission. Selecting the right international correspondence mode can help alleviate these problems.
- If errors frequently occur when sending a fax to a foreign country, try each of modes 1 to 3 and select the mode that enables the best transmission.

16 When you have finished programming the one-touch key, touch the [EXIT] key. If you wish to program another one-touch key, touch the [NEXT] key.



Pressing the [EXIT] key returns you to the screen of step 4 on page 6-2.
Touching the [NEXT] key returns you to the screen of step 1 on page 6-3.

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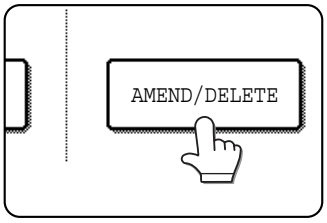
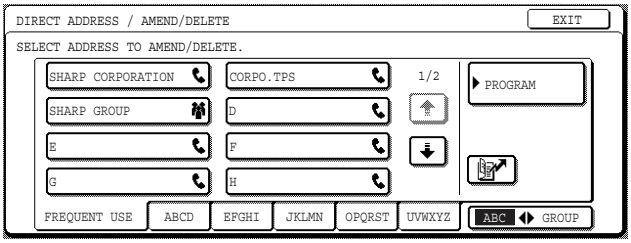
EDITING AND DELETING ONE-TOUCH KEYS

If you wish to delete a one-touch key or change the fax number, name, or other information programmed in a one-touch key, follow steps 1 through 3 on page 6-2 and then perform the following procedure.

1 Touch the [AMEND/DELETE] key.



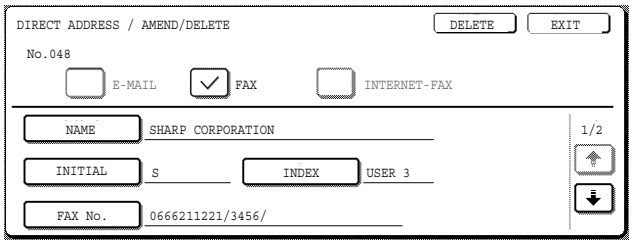
2 Touch the one-touch key that you wish to edit or delete.



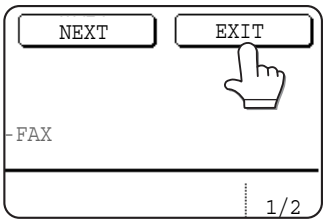
You can also use the [ ] key (speed dial key) to open the settings screen of the desired one-touch key (the screen of step 3). (See "SENDING A FAX BY SPEED DIALING" on page 2-4.)

- To edit a one-touch key, follow steps 3 and 4.
- To delete a one-touch key, follow steps 5 and 6.
- When you have finished editing or deleting, touch the [EXIT] key.

3 Touch the key corresponding to the information you wish to change (change the information in the same way as you stored the information on page 6-3).

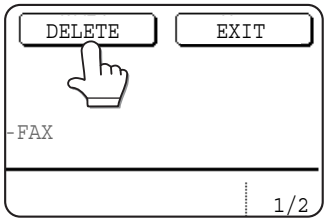


4 Make sure that your changes are correct, and then touch the [EXIT] key.

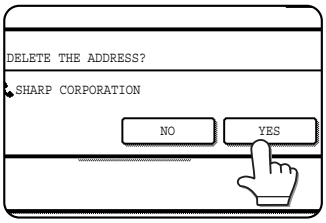


You will return to the screen of step 2.
If you wish to change another one-touch key, repeat steps 2 through 4.

5 To delete a one-touch key, touch the [DELETE] key in the screen of step 3.



6 Touch the [YES] key.



You will return to the screen of step 2.
If you wish to delete another one-touch key, repeat steps 2, 5, and 6.

NOTE

If you cannot edit or delete a one-touch key

If you attempt to edit or delete a one-touch key in the following situations, a warning message will appear and editing/deletion will not be possible.

- The one-touch key you wish to edit or delete is currently being used for transmission or is used in a currently stored transmission job (including a timer transmission).
- The one-touch key is included in a group key. (See "EDITING AND DELETING GROUP KEYS" on page 6-7.)
- The one-touch key is included in a group of end receiving machines for an F-code relay broadcast operation. (See "EDITING AND DELETING A MEMORY BOX" on page 6-16.)
- The one-touch key is included in a program. (See "EDITING AND DELETING PROGRAMS" on page 6-8.)

If the key is being used for a current transmission or currently stored transmission, cancel the transmission or wait until it is completed and then change or delete the key. If the key is included in one of the above groups, delete the key from the group and then change or delete the key.

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STORING A GROUP KEY

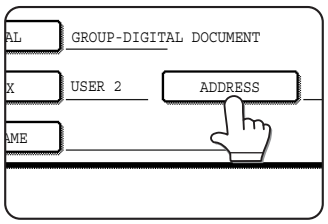
A group of numbers can be stored in a group key. The numbers can be stored by touching one-touch keys (see "STORING ONE-TOUCH DIAL KEYS" on pages 6-3 to 6-4) or by directly entering full numbers with the numeric keys. Up to 500 (maximum of 300 on the AR-M351U/AR-M451U) destinations can be stored in a group key.

To program a group key, follow steps 1 through 3 on page 6-2, touch the [GROUP] key in step 4, and then follow these steps.

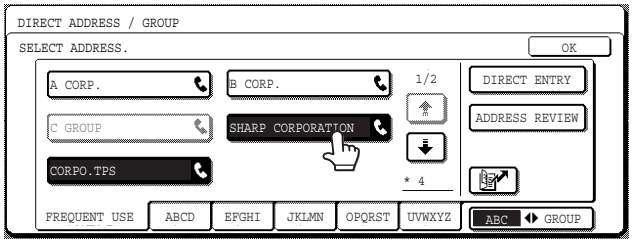
1 Follow the same steps 1 through 8 of "STORING ONE-TOUCH DIAL KEYS" (pages 6-3 to 6-4) to enter a [GROUP NAME], [INITIAL], and [INDEX].

* In step 2 on page 6-3, touch the [GROUP NAME] key instead of the [NAME] key.

2 Touch the [ADDRESS] key.



3 Touch one-touch keys of the destinations that you wish to store in the group. Touch index keys and the ⬆ ⬇ keys as needed.

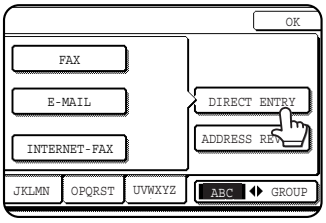


- The selected destinations are highlighted and stored in the group key.
- If you touch the wrong key, simply touch it again to cancel the highlighting and remove the destination from the group.

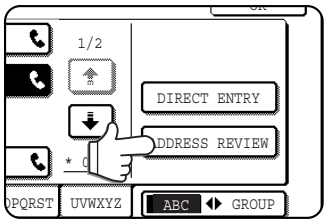
NOTE

Keys that are greyed out are group keys. Group keys cannot be selected.

- You can also use the [ ] key (speed dial key) to store a one-touch key. (See "SENDING A FAX BY SPEED DIALING" on page 2-4.)
- To enter a full fax number with the numeric keys, touch the [DIRECT ENTRY] key and then the [FAX] key and enter the number.



- Enter the fax number and then a sub-address and transmission settings (if desired) as explained in steps 10 to 13 and 15 of "STORING ONE-TOUCH DIAL KEYS" on pages 6-3 to 6-4, and then touch the [OK] key twice to return to the screen of step 3.
- To check the destinations that you have stored in the group, touch the [ADDRESS REVIEW] key.



A list of the destinations appears.

To delete a destination, touch the key of the destination and then touch the [YES] key in the message that appears.

4 Touch the [OK] key in the screen of step 3.

- You will return to the screen of step 2. The number of selected destinations will appear next to the [ADDRESS] key.

5 Check the name of the key (refer to step 14 on page 6-4).

The characters appearing next to the [KEY NAME] key will be displayed in the group key. To change these characters, touch the [KEY NAME] key. This step is not necessary if you do not wish to change the characters.

For information on entering characters, see chapter 7 of the "Operation manual (for general information and copier operation)".

6 Touch the [EXIT] key when you have finished programming the group key. If you wish to program another group key, touch the [NEXT] key.

When you touch the [EXIT] key, you will return to the screen of step 4 on page 6-2.

To store another group, touch the [NEXT] key.

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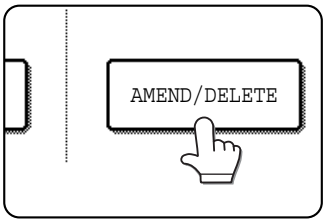
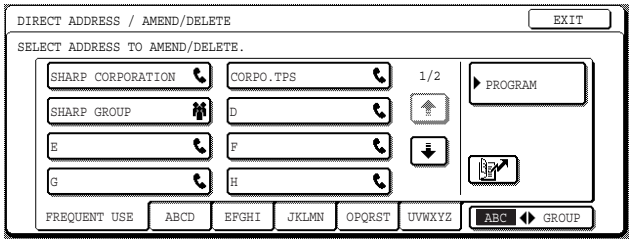
EDITING AND DELETING GROUP KEYS

If you need to delete a group key or change its name or a one of its stored destinations in a group key, first follow steps 1 through 3 on page 6-2, and then perform the following procedure.

1 Touch the [AMEND/DELETE] key.



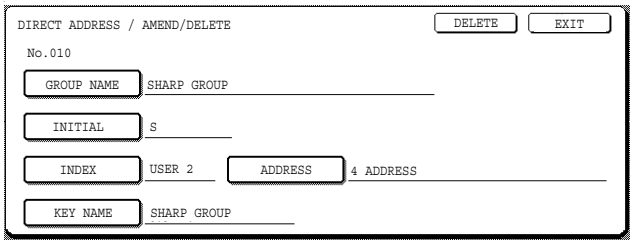
2 Touch the group key that you wish to edit or delete.



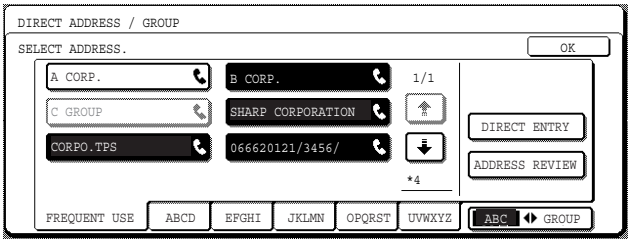
You can also use the [ ] key (speed dial key) to open the settings screen of the desired one-touch key (the screen of step 3). (See "SENDING A FAX BY SPEED DIALING" on page 2-4.)

- To edit a group key, follow steps 3 and 4.
- To delete a group key, follow steps 5 and 6.
- When you have finished editing or deleting, touch the [EXIT] key.

3 Touch the key of the item you wish to change (to edit the item, follow the same steps as for one-touch keys on page 6-3)



- To edit the destinations stored in the group key, touch the [ADDRESS] key. The following screen appears.



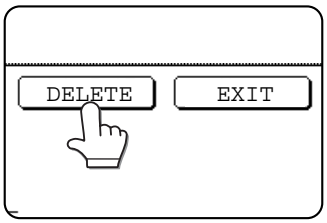
- The one-touch keys stored in the group are highlighted. To add another one-touch key to the group, touch the key to highlight it.
- To delete a one-touch key from the group, touch the key so that it is no longer highlighted.
- To show a list of the destinations stored in the group key, touch the [ADDRESS REVIEW] key. Full numbers entered with the numeric keys cannot be changed in this screen. To change a number, you must delete the existing number and then add a new number.

4 When you have finished editing the group key, touch the [EXIT] key in the screen of step 3.

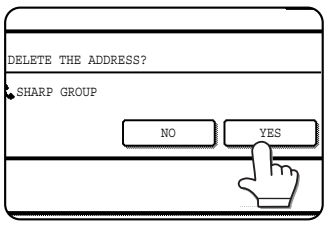
If you wish to edit another group key, repeat steps 2 through 4.

[Deleting a group key]

5 Touch the [DELETE] key in the screen of step 3.



6 Touch the [YES] key.



If you wish to delete another group key, repeat steps 2, 5, and 6.

NOTE

If you cannot edit or delete a group key

If you attempt to edit or delete a group key in the following situations, a warning message will appear and editing/deletion will not be possible.

If the key is being used for a current transmission or currently stored transmission, cancel the transmission or wait until it is completed and then edit or delete the key. If the key is included in a program or in the end receiving machines for an F-code relay broadcast operation, delete the key from the program or operation and then edit or delete the key.

- The one-touch key you wish to change or delete is currently being used for transmission or is used in a currently stored transmission job (including a timer transmission). (See "CANCELLING A FAX TRANSMISSION" on page 2-9.)
- The group key is included in the end receiving machines for an F-code relay broadcast operation. (See "EDITING AND DELETING A MEMORY BOX" on page 6-16.)
- The group key is included in a program. (See "EDITING AND DELETING PROGRAMS" on page 6-8.)

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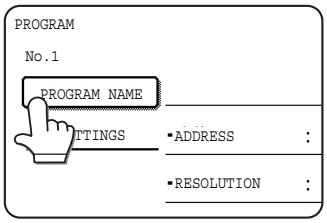
STORING A PROGRAM

You can store a destination fax number, speed dialing, polling, erase, dual page scan, 2in1, card shot, and resolution and exposure settings in a program. This enables you to call up the program and perform the transmission by means of a simplified operation. (See "USING A PROGRAM" on page 3-17.)

NOTE
A timer setting (page 3-6) cannot be included in a program.
When storing a program for an F-Code operation, one touch keys for destinations must include sub-addresses.

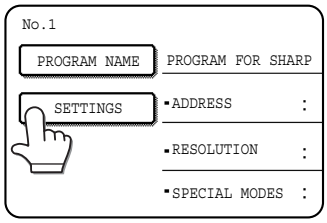
To store a program key, follow steps 1 through 3 on page 6-2, touch the [PROGRAM] key in step 4, and then follow these steps.

1 Touch the [PROGRAM NAME] key.

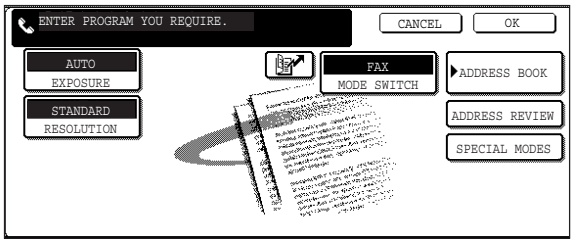


The "No." that automatically appears is the lowest number from 1 to 8 that has not yet been programmed. When the [PROGRAM NAME] key is touched, the letter-entry screen appears. Enter up to 18 characters for the name. Refer to chapter 7 of "Operation manual (for general information and copier operation)" for the procedure for entering letters.

2 Touch the [SETTINGS] key.



3 Touch the keys for the settings you wish to store.

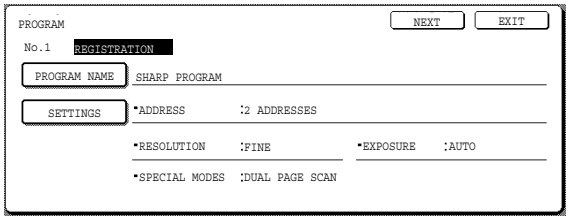


For the detailed procedures for each of the settings, refer to the explanations of those features on the following pages.
[RESOLUTION](page 1-10) [EXPOSURE](page 1-11)
[SPEED DIAL](page 2-4) [ADDRESS BOOK] (page 3-3)
[SPECIAL MODES]
- ERASE (page 3-4)
- DUAL PAGE SCAN (page 3-5)
- 2in1 (page 3-7)
- CARD SHOT (page 3-8)
- POLLING (page 3-13)

NOTE
Up to 500 (maximum of 300 on the AR-M351U/AR-M451U) destinations can be stored in a program. However, you cannot directly enter fax numbers with the numeric keys. A destination must be programmed in an auto dial key (one-touch key or group key) before it can be stored in a program.

4 Touch the [OK] key.

5 Your settings are displayed. Make sure they are correct.



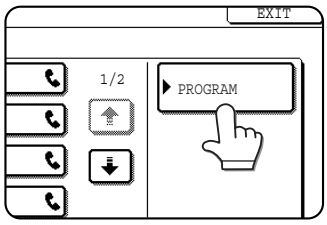
6 When you are finished, touch the [EXIT] key. If you wish to store another program, touch the [NEXT] key.

Touching the [EXIT] key returns you to the screen of step 4 on page 6-2.
Touching the [NEXT] key returns you to the screen of step 1.

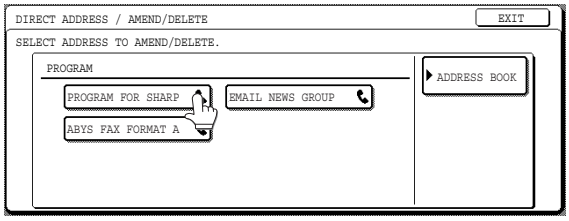
EDITING AND DELETING PROGRAMS

To edit or delete a previously stored program, follow steps 1 to 3 on page 6-2, touch the [AMEND/DELETE] key in the screen of step 4, and then follow these steps.

1 Touch the [PROGRAM] key.



2 Touch the program you wish to edit or delete.



- When you touch the program name, the edit/delete screen for the selected program appears.
- Touching the [ADDRESS BOOK] key returns you to the screen of step 1.

3 To edit the program, follow the same procedure as for storing the program. To delete the program, touch the [DELETE] key and then touch the [YES] key in the confirmation screen that appears.

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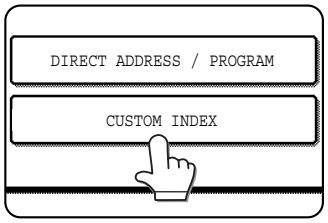
STORING A GROUP INDEX

Auto dial keys (one-touch keys and group keys) are normally stored in the ABC index. To make auto dial keys more convenient to use, you can store a group of auto dial keys in a group index and assign a name to that index. When you switch to the group indexes, [USER 1], [USER 2], [USER 3], [USER 4], [USER 5], and [USER 6] appear. You can assign any name up to 6 characters long to each of the USER indexes.

The procedure for storing auto dial numbers in a group index is explained on page 6-3, and the procedure for switching between the ABC index and the group indexes is explained on page 1-5.

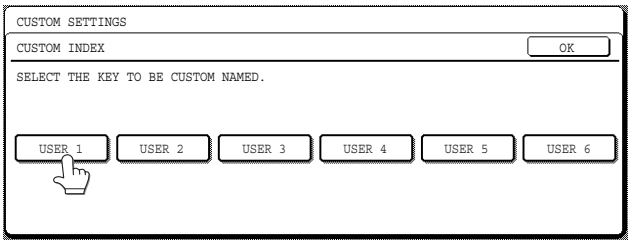
1 Press the [CUSTOM SETTINGS] key, and then touch the [ADDRESS CONTROL] key (refer to steps 1 and 2 on page 6-2).

2 Touch the [CUSTOM INDEX] key.



3 Touch an index key ([USER 1] to [USER 6]).

You can enter a name for the selected index.



● When touched, the letter entry screen appears.

4 Enter a maximum of 6 characters for the index name.

Use the ← key to clear the displayed name and then enter the desired name. For information on entering characters, see chapter 7 of the "Operation manual (for general information and copier operation)".

When finished, touch the [OK] key. The new name appears in the screen of step 3.

5 If you wish to program another index name, repeat steps 3 and 4.
When finished, touch the [OK] key.

To change a user index name, re-enter the name as explained in step 3 and 4.

6

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PROGRAMMING, EDITING, AND DELETING F-CODE MEMORY BOXES

The procedure for programming a memory box for F-code transmission is explained here. There are three types of F-code memory boxes: F-code polling memory (page 4-4), F-code confidential transmission (page 4-6), and F-code relay broadcast (page 4-8). Memory boxes are programmed, edited, and deleted as follows.

PROGRAMMING AN F-CODE MEMORY BOX

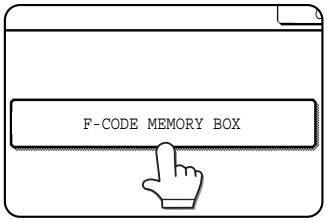
A box name, sub-address/passcode, and function must be programmed in a memory box.

NOTES

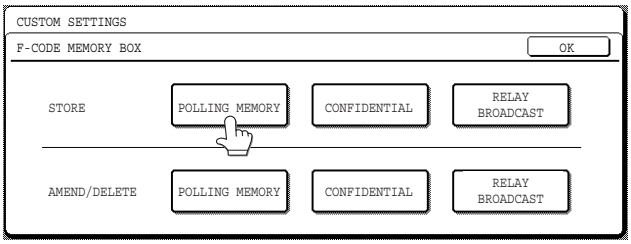
- When programming a new memory box, a sub-address that is being used for another box cannot be used. The passcode, however, can be the same as a passcode used in another box.
- A passcode can be omitted.
- Up to 100 F-code memory boxes can be programmed. If 100 F-code memory boxes have already been programmed, a warning message will appear and you will not be able to program a new box. First delete an unused F-code memory box (page 6-13) and then program the new box.

1 Press the [CUSTOM SETTINGS] key and then touch the [ADDRESS CONTROL] key (refer to steps 1 and 2 on page 6-2).

2 Touch the [F-CODE MEMORY BOX] key.



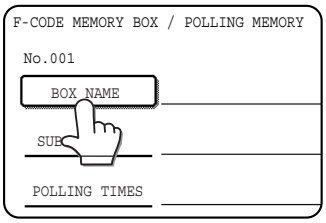
3 Touch one of the memory box keys ([POLLING MEMORY], [CONFIDENTIAL], or [RELAY BROADCAST]) on the store (upper) line.



([POLLING MEMORY] is touched in the example here.)

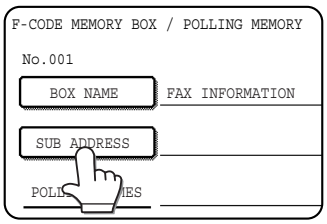
- The F-code memory box programming screen appears.

4 Touch the [BOX NAME] key.



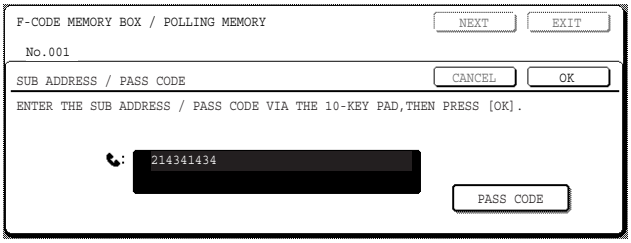
The "No." that automatically appears is the lowest number from 001 to 100 that has not yet been programmed. When the [BOX NAME] key is touched, the letter-entry screen appears. Enter up to 18 characters for the name. For information on entering characters, see chapter 7 of the "Operation manual (for general information and copier operation)".

5 Touch the [SUB ADDRESS] key.



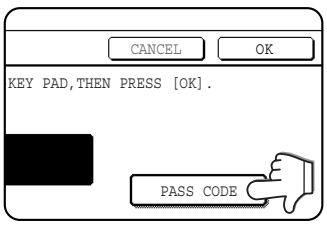
The sub-address/ passcode entry screen appears.

6 Use the numeric keys (0 through 9) to enter a sub-address (max. 20 digits).



- The characters " ✳ " and "#" cannot be used in a sub-address.
- If you enter an incorrect digit, press the [C] key and re-enter the correct digit.
- If you do not wish to enter a passcode, proceed to step 9.

7 To set a passcode, touch the [PASS CODE] key.



A slash (/) appears after the sub-address.

If you enter an incorrect digit, press the [C] key and re-enter the correct digit

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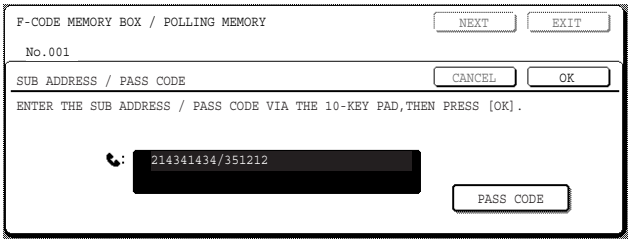
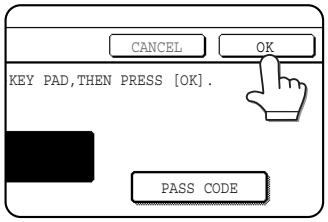
8 Use the numeric keys to enter a passcode (max. 20 digits).



- In addition to numbers, the characters " ✳ " and "#" can be used in a passcode.
- If you make a mistake, press the [C] key to clear the mistake.

9 Touch the [OK] key.



You will return to the memory box programming screen. The entered sub-address and passcode are displayed. "REGISTRATION IS COMPLETED." appears to the right of the box number. (Only for F-Code polling memory.)

Continue programming the settings that are particular to each type of memory box. Go to the appropriate page below:

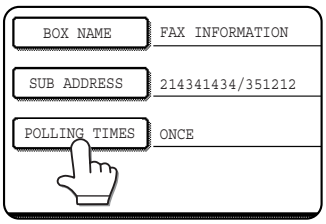
- **F-code polling memory (Polling times: this page)**
- **F-code confidential transmission (Print PIN: following page)**
- **F-code relay broadcast transmission (Recipient: page 6-13)**

SETTING FOR F-CODE POLLING MEMORY BOXES (POLLING TIMES)

You can select whether to have document data that was scanned into an F-code polling memory box automatically cleared after one transmission, or to leave the document data in the box and allow an unlimited number of transmissions when polled. (The initial setting is "ONCE". Change the setting as needed.)

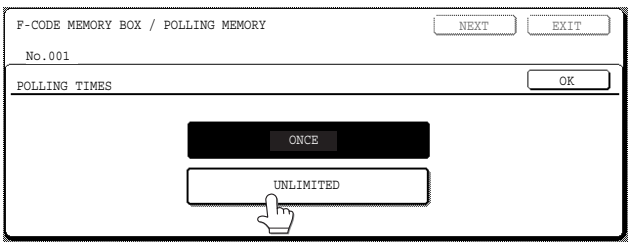
1 Touch the [POLLING MEMORY] key in step 3 of "PROGRAMMING AN F-CODE MEMORY BOX" on the previous page and store a box name, sub-address, and passcode.

2 Touch the [POLLING TIMES] key.



3 Touch the key for the desired polling times.

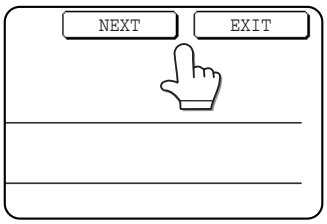
If you do not wish to erase the document after polling takes place, touch the [UNLIMITED] key so that it is highlighted.



4 Touch the [OK] key.

You will return to the screen of step 2 and the selected polling times will appear.

5 To exit, touch the [EXIT] key. To program another memory box, touch the [NEXT] key.



Touching the [EXIT] key returns you to the screen of step 3 on page 6-10.

Touching the [NEXT] key returns you to the screen for programming a new memory box (the screen of step 4 on page 6-10).

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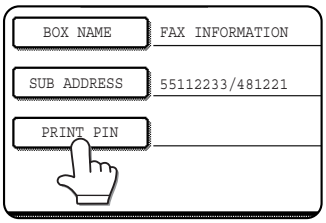
SETTING FOR F-CODE CONFIDENTIAL TRANSMISSION MEMORY BOXES (PRINT PIN)

Program the print PIN (Personal Identification Number) that is used to print a document that has been received to an F-code confidential memory box. For information on using a print PIN, refer to "PRINTING A DOCUMENT RECEIVED TO AN F-CODE CONFIDENTIAL MEMORY BOX" on page 4-7.

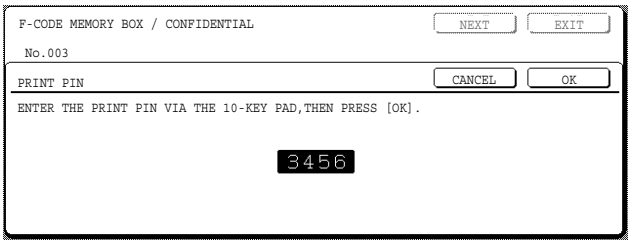
NOTES
- Program a 4-digit number for the print PIN. The characters " ✳ " and "#" cannot be used.
- The print PIN can not be omitted.
- Take care not to forget the print PIN that you have programmed. If you forget the passcode, consult your Sharp dealer.

1 Touch the [CONFIDENTIAL] key in step 3 of "PROGRAMMING AN F-CODE MEMORY BOX" on pages 6-10 to 6-11 and store a box name, sub-address, and passcode.

2 Touch the [PRINT PIN] key.



3 Use the numeric keys to enter a 4-digit number.

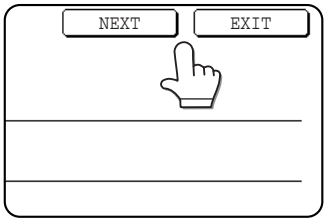


- If you make a mistake, press the [C] key. All digits will be cleared, so you will need to re-enter the number from the first digit.
- To cancel entry of the print PIN, touch the [CANCEL] key. You will return to the screen of step 2 without programming a print PIN.

4 Touch the [OK] key.

You will return to screen of step 2 and the entered print PIN will appear.

5 To exit, touch the [EXIT] key.
To program another memory box, touch the [NEXT] key.



Touching the [EXIT] key returns you to the screen of step 3 on page 6-10. Touching the [NEXT] key returns you to the screen for programming a new memory box (the screen of step 4 on page 6-10).

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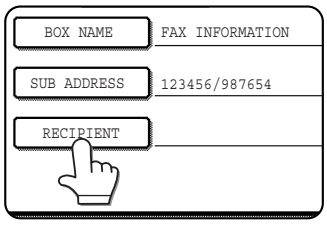
SETTING FOR F-CODE RELAY BROADCAST MEMORY BOXES (RECIPIENT)

Program the end receiving machines to which document data received in the F-code relay broadcast memory box will be transmitted when your machine is a relay machine.
Up to 30 end receiving machines can be programmed. If you attempt to program more than this number, a message will appear and programming will not be possible.

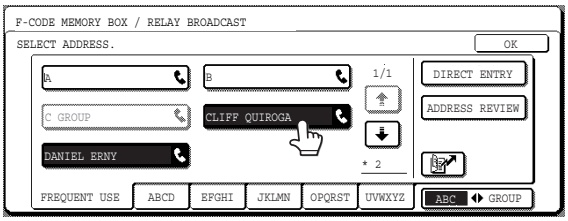
1 Touch the [RELAY BROADCAST] key in step 3 of "PROGRAMMING AN F-CODE MEMORY BOX" on pages 6-10 to 6-11 and store a box name, sub-address, and passcode.

2 Touch the [RECIPIENT] key.

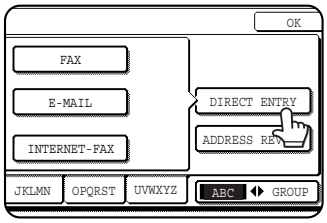


The address selection screen appears.

3 Touch the one-touch keys you wish to include as end receiving machines.
Touch indexes and the ⇧ ⇩ keys as needed.

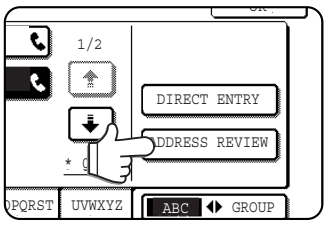


- The selected one-touch keys are highlighted and programmed as end receiving machines.
- If you touch an incorrect key, touch the key again to remove the highlighting and delete the destination.
- You can also use the [ ] key (speed dial key) to store a one-touch key. (See "SENDING A FAX BY SPEED DIALING" on page 2-4.)
- To enter a fax number that has not been stored in a one-touch key, to enter a full fax number with the numeric keys, touch the [DIRECT ENTRY] key and then the [FAX] key and enter the fax number.



- Enter the fax number and then a sub-address and transmission settings (if desired) as explained in steps 10 to 13 and 15 of "STORING ONE-TOUCH DIAL KEYS" on pages 6-3 to 6-4, and then touch the [OK] key twice to return to the screen of step 3.

4 To check the destinations that have been selected as end receiving machines, touch the [ADDRESS REVIEW] key.



The destinations selected as end receiving machines are displayed.
You can delete a destination by touching it. When the confirmation message appears, touch the [YES] key to delete the destination.

5 Touch the [OK] key in the screen of step 3.

You will return to the screen of step 2 and the number of stored as end receiving machines will appear.

6 To exit, touch the [EXIT] key. To program another memory box, touch the [NEXT] key.

Touching the [EXIT] key returns you to the screen of step 3 on page 6-10.
Touching the [NEXT] key returns you to the screen for programming a new memory box (the screen of step 4 on page 6-10).

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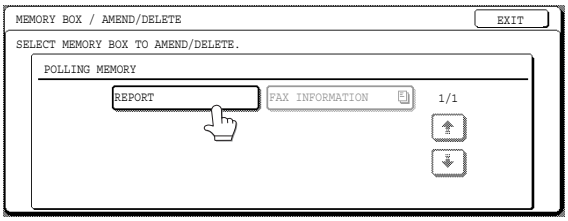
EDITING AND DELETING A MEMORY BOX

1 Press the [CUSTOM SETTINGS] key and then touch the [ADDRESS CONTROL] key (refer to steps 1 and 2 on page 6-2).

2 Touch the [F-CODE MEMORY BOX] key. (refer to step 2 on page 6-10)

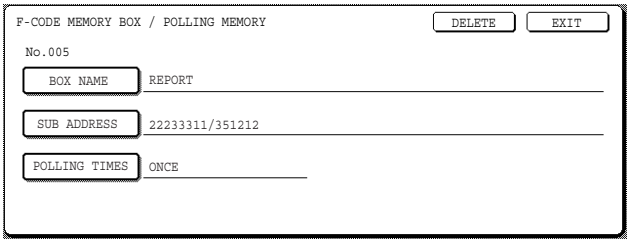
3 Touch one of the memory box keys ([POLLING MEMORY], [CONFIDENTIAL], or [RELAY BROADCAST]) on the amend/delete line (lower line) (see step 3 on page 6-10)

4 Touch the memory box key that you wish to edit or delete.



- The memory box edit/delete screen appears.
- ( ) mark indicates that data has been stored.
- A memory box cannot be edited or deleted when data is stored in the box.

5 Touch the keys as needed to edit or delete the information.

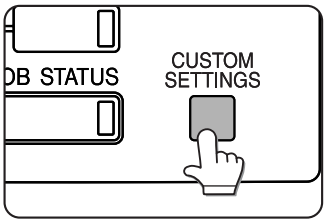


- Edit a memory box in the same way as you programmed it.
- To delete a memory box, touch the [DELETE] key at the upper right of the screen (a message will appear asking you to confirm the deletion).
- The print PIN must be entered to edit or delete a confidential memory box.
- A memory box cannot be edited or cleared while it is being used for transmission.

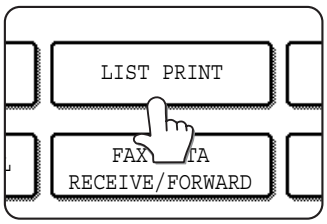
PRINTING PROGRAMMED INFORMATION

You can print out lists of the One-touch keys, Group keys, Programs, Memory boxes that have been stored in the machine.

1 Press the [CUSTOM SETTINGS] key.

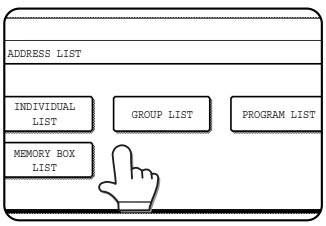


2 Touch the [LIST PRINT] key.



3 Touch the [SENDING ADDRESS LIST] key.

4 Touch the key of the list you wish to print.



Printing begins.
To cancel printing after it has begun, touch the [CANCEL] key in the message screen.

NOTES

- The list is printed before other print jobs are printed.
- If you attempt to print a list when no data exists, a warning message will appear.

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CHAPTER 7

TROUBLESHOOTING

This chapter contains information to help you make efficient use of the fax features of the machine, including solutions to common problems.

Page

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VIEWING THE COMMUNICATION ACTIVITY REPORT 7-3
WHEN AN ALARM SOUNDS AND A WARNING MESSAGE IS DISPLAYED 7-3
PROBLEMS AND SOLUTIONS 7-4

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WHEN A TRANSACTION REPORT IS PRINTED

The machine has been set to automatically print a Transaction Report when a transmission is not successful or when the Broadcast transmission function is used. The Transaction Report informs you of the result of the operation. When the machine prints a Transaction Report, be sure to check the contents.
The initial settings (factory settings) for printing Transaction Reports are indicated by shading below. You can use the key operator program to change the settings (See "Transaction report print select setting" on page 8-6).

- Single sending: Print out all report / Print out error report only / No printed report
- Broadcasting: Print out all report / Print out error report only / No printed report
- Receiving: Print out all report / Print out error report only / No printed report
- Confidential reception: Print out notice page / Not print out notice page

Regardless of this setting, at the time of transmission you can use "Transaction report" in the special modes to change the condition for printing (or select no printing) for that transmission (page 3-12).
The Transaction Report shows the date of transmission, the time transmission began, the other party's name, the duration of the operation, the number of pages, and the result.

NOTES
- The list count appears in the "#" column of the Transaction Report and a serial number appears in the FILE column. (These numbers are not related to the transaction.)
- If desired, you can have part of the document printed on the transaction report. This setting is enabled in the key operator programs. (See "Original print on transaction report" on page 8-6)

■ Information appearing in the TYPE/NOTE column

Information such as the type of transmission and type of error appears in the TYPE/NOTE column of the Transaction Report or Activity Report. The following notes may appear.

Note	Explanation
OK	The transaction was completed normally.
G3	Communication took place in G3 mode.
ECM	Communication took place in G3 ECM mode.
SG3	Communication took place in Super G3 mode.
FW.	The received data was forwarded.
NO RESPONSE	No response from the receiving party.
BUSY	Transmission was not possible because the other party was already using the line.
CANCEL	A transmission was cancelled while in progress, or a stored transmission job was cancelled.
MEMORY OVER	The memory became full during quick on-line transmission.
MEM. FULL	The memory became full during reception.
LENGTH OVER	The transmitted document was over 1.5 m (59") long and therefore could not be received.
ORIGINAL ERROR	Manual transmission was not successful because a jam occurred.
PASS# NG	The connection was broken because the polling passcode was not correct.
NO RX POLL	The machine that was polled does not have a polling function.
RX POLL FAIL	The other machine refused the polling operation, or your machine broke the connection when polled because no data was in memory.
NO F-CODE POLL	The other machine refused an F-code polling operation, or your machine broke the connection when polled because no data was in its F-code memory polling box.
RX POLL# NG	Your machine broke the connection because the other machine specified an F-code polling sub-address that does not exist in your machine.
F PASS# NG	Your machine broke the connection because an incorrect passcode was sent for an F-code transmission.
BOX NO. NG	Your machine broke the connection because the specified sub-address for an F-code memory box does not exist.
F POLL PASS# NG	Your machine broke the connection because the other machine sent an incorrect passcode for F-code polling.
RX NO F-CODE POLL	F-code polling was attempted, however, the other machine did not have an F-code polling memory box.
NO F FUNC	F-code transmission was attempted, however, the other machine does not support F-code communication.
NO F-CODE	An F-code transmission was refused by the other machine because of an incorrect sub-address or other reason.
M. BOX: [xxxxxx] ＊＊＊＊＊＊	Data was received to a confidential or relay broadcast memory box, or data was sent from a memory polling box. The name of the memory box appears in [xxxxxx], and the type of F-code operation (relay request reception, polling memory transmission, or confidential reception) appears in ＊＊＊＊＊＊.
FAIL xx(xxxx)	The communication handshake signals or image signals were distorted due to line conditions or other reasons, and communication was not successful. First two digits of communication error number: Error code from 00 to 31 appears. Last four digits of communication error number: Codes for use by service technicians.
REJECTED	A fax was sent from a party that has been blocked by the anti junk fax function.

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VIEWING THE COMMUNICATION ACTIVITY REPORT

Your machine keeps a record of the most recent 99* transactions (both transmissions and receptions) that were performed. The record includes the date of the transaction, the other party's name, the duration, and result. You can have the report automatically printed when the number of transactions exceeds 99*, or at a specified time. This allows you to check the machine's activity at regular intervals.

The machine is initially set (factory setting) to not print the report. To have the report printed, change the setting with the key operator program (See "Activity report print select setting" on page 8-6).

* AR-M351N/AR-M451N only. On the AR-M351U/AR-M451U, 50 transactions are retained.

NOTES

- After printing, the data is cleared from memory, so the report cannot be printed a second time.
- Refer to the table in "When a Transaction Report is printed" on the previous page for the notes that appear in the TYPE/NOTE column.

WHEN AN ALARM SOUNDS AND A WARNING MESSAGE IS DISPLAYED

When an error occurs during a transaction, an alarm will sound and a message will appear in the display. Take action as explained in the following table.

Message screen (Alarm)	Meaning of message	Action	Page
OPEN TRAY x AND ADD xxxxxxxx PAPER.	A received fax cannot be printed because there is no suitable paper.	Add the indicated paper.	Operation manual (for general information and copier operation), page 2-2.
CHANGE THE TONER CARTRIDGE.	The machine is out of toner and the received document cannot be printed.	Replace the toner cartridge.	Operation manual (for general information and copier operation), page 2-15.
PLEASE RETURN xx ORIGINALS TO THE DOCUMENT FEEDER, THEN PRESS [START].	An original misfeed occurred in the automatic document feeder during scanning.	Reload the indicated original.	"USING THE AUTOMATIC DOCUMENT FEEDER", page 1-7.
THE MEMORY BECOMES FULL. SEND SCANNED DATA? OR CANCEL THE JOB?	The memory became full while the original was being scanned.	Send only the pages that were already scanned, or cancel the entire transmission.	"Storing transmission jobs (memory transmission)", page 2-8.
POLLING IS NOT POSSIBLE WITH THE AVAILABLE MEMORY.	Polling is not possible because there is not enough space in memory.	Try polling again after currently stored jobs are completed.	"Polling", page 3-13.
MANUAL RECEIVE IS DISABLED. DUE TO OUT OF MEMORY.	Manual reception was not possible because there was not enough free space in memory.	Try manual reception again after currently stored jobs have been completed.	–
CLOSE THE xxxx COVER. CLOSE THE DOCUMENT FEEDER. CLOSE THE LOWER LEFT SIDE COVER.	The indicated cover is open.	Close the indicated cover.	–
CALL FOR SERVICE. CODE:xx-xx	The self-diagnosis function has activated and automatically stopped operation. An error code appears in xx-xx.	Turn off the power and then turn it back on. If the same message still appears, contact your dealer.	–

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PROBLEMS AND SOLUTIONS

If you experience a problem with the fax function, first check the following table. If you cannot solve the problem using the following table, see chapter 6 of the Operation manual (for general information and copier operation).

Problem	Check	Solution	Page
The machine does not operate.	Is the fax power switch turned on?	Turn on the fax power switch.	"Fax power switch", page 0-4.
Dialing is not possible.	Is the telephone line properly connected?	Check the connections.	"Line connection", page 0-4.
	Is the machine power switch turned on?	Turn the machine power switch on.	Operation manual (for general information and copier operation), page 1-17.
	Is the machine in fax mode?	Press the [IMAGE SEND] key to set the machine to fax mode.	"BASIC PROCEDURE FOR SENDING FAXES", page 2-2.
The receiving machine does not receive your fax.	Does the receiving fax machine have paper?	Check with the operator of the receiving machine.	–
	Does the receiving machine support G3 transmission?		
	Are the sub-address and passcode correct?		
	Is the receiving machine ready to receive?		
	Was the original size detected correctly?	Check the transmittable sizes.	"CHECKING THE SIZE OF A LOADED ORIGINAL", page 1-8.
The transmitted image prints out blank at the receiving side.	Was the original placed so that the correct side is scanned?	Make sure the original is placed so that the correct side is scanned.	"LOADING A DOCUMENT", page 1-7.
	If the receiving machine is using thermal paper, was the thermal paper loaded with the wrong side out?	Check with the operator of the other machine.	–
The transmitted image is distorted.	Were line conditions poor due to thunder or another reason?	Try the transmission again.	–
	Were the resolution and exposure settings suitable?	Check the resolution and exposure settings.	"SELECTING RESOLUTION AND EXPOSURE SETTINGS", pages 1-10 and 1-11.
Transmission does not take place at the specified time.	Is the machine's clock set to the correct time?	Set the clock to the correct time.	Operation manual (for general information and copier operation), page 2-12.

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Problem	Check	Solution	Page
Printing does not take place after reception.	Does a message appear in the display instructing you to add toner or paper? (Printing is not possible.)	Restore printing capability as instructed by the display message. Printing will begin.	"WHEN AN ALARM SOUNDS AND A WARNING MESSAGE IS DISPLAYED", page 7-3.
A received image prints out blank.	Was the wrong side of the original scanned in the transmitting machine?	Check with the operator of the transmitting machine.	–
The received image is faint.	Is the original faint?	Ask the other party to re-send the document using a suitable exposure setting.	–
The received image is distorted.	Were line conditions poor due to thunder or another reason?	Ask the other party to send the document again.	–
White or black lines appear in the transmitted image.	Is the document glass dirty?	Clean the document glass .	Operation manual (for general information and copier operation), page 6-2.
A dial tone is not heard through the speaker.	Is the volume set to "low"?	Set the speaker volume to "medium" or "high".	"Speaker volume settings", page 8-6.
A ringing sound is not made.	Has the ringer volume been turned off?	Set the ringer volume to "low", "medium", or "high".	"Speaker volume settings", page 8-6.

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CHAPTER 8

KEY OPERATOR PROGRAMS

This chapter explains the key operator programs that are used by the administrator of the machine to customize certain functions and settings.

Page

KEY OPERATOR PROGRAMS 8-2
- KEY OPERATOR PROGRAM LIST 8-2
- USING THE KEY OPERATOR PROGRAMS 8-3
- KEY OPERATOR PROGRAMS 8-4
- OPERATION SETTINGS 8-4
- FAX SETTINGS 8-5
- PRINTING OUT SETTINGS 8-11

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KEY OPERATOR PROGRAMS

This chapter explains key operator programs that are related to the fax function. For key operator programs that are related to general use of the machine, see the key operator programs manual.

NOTE
You may not be able to use all of the programs in the key operator program list. Programs that you can use will depend on what peripheral devices are installed on the machine.

KEY OPERATOR PROGRAM LIST

Program name	Page
OPERATION SETTINGS	
Default display settings	8-4
The number of direct address/sender keys displayed setting	8-4
Must input next address key at broadcast setting	8-4
The number of file name/subject keys displayed setting (when the network scanner option is installed)	8-4
Initial resolution setting	8-4
Scan complete sound setting	8-5
Default exposure settings	8-5
FAX SETTINGS	
Fax default settings	
Fax own number and name set	8-5
Auto wake up print	8-5
Pause time setting	8-6
Speaker volume settings	8-6
Original print on transaction report	8-6
Remote reception number setting (only when extension phone is connected)	8-6
Transaction report print select setting	8-6
Activity report print select setting	8-6
ECM (This setting is only effective if the other machine is a G3 machine that supports ECM)	8-7
Distinctive ring detection	8-7
Disable of fax number direct entry	8-7
Fax send settings	
Auto reduction sending setting	8-7
Rotation sending setting	8-7
Printing page number at receiver	8-7
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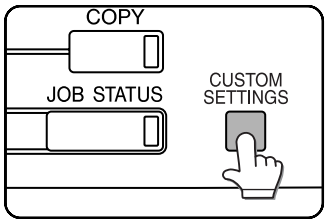
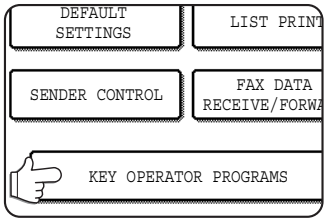
USING THE KEY OPERATOR PROGRAMS

Follow these steps to configure the settings in the key operator programs.

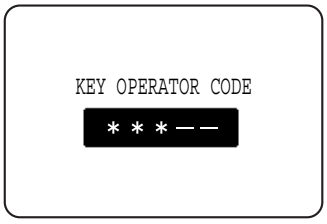
1 Press the [CUSTOM SETTINGS] key.



2 Touch the [KEY OPERATOR PROGRAMS] key.

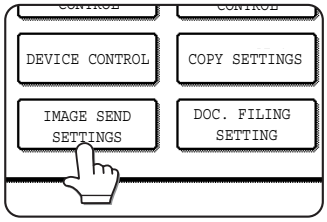


3 Use the numeric keys to enter the five-digit key operator code number.

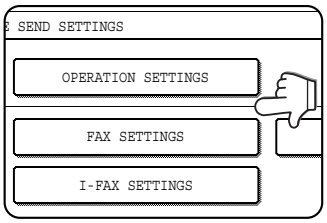


For the factory default setting for the key operator code number, see page 2 of the key operator's guide.

4 Touch the [IMAGE SEND SETTINGS] key.



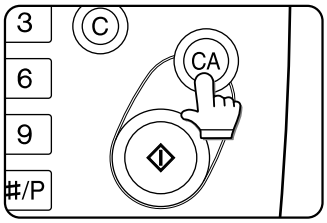
5 Touch the [OPERATION SETTINGS] key or the [FAX SETTINGS] key to display the key operator programs.



6 Select the desired program and configure the setting.

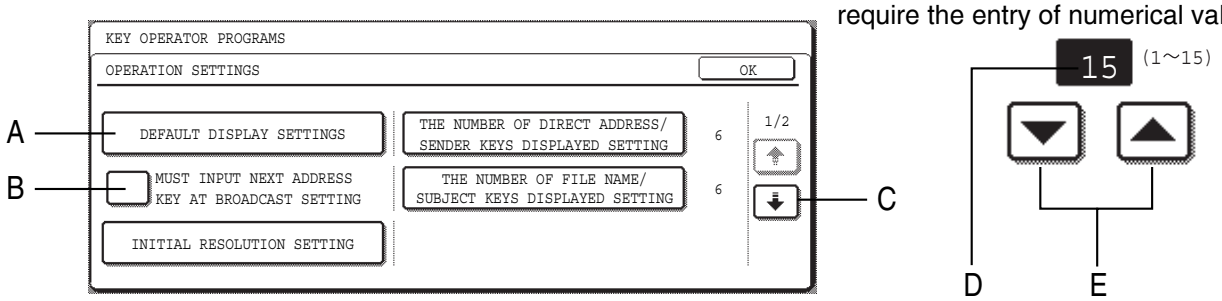
Page 8-2 shows the programs that can be selected. The settings for each of the programs are explained on the following pages.

7 Press the [CA] key to exit the program.



■ Supplementary explanation of key operation for key operator programs

These keys and indicator are available on setting screens that require the entry of numerical values.



A The name of the program category or particular item to be set will appear on the touch key. The displayed item is selected by touching the key.

B Check mark boxes are touch keys that show the status of selections. A box with a check mark means the function is "on" (enabled) and an unchecked box means the function is "off" (disabled). The on/off status changes each time the box is touched.

C If the settings continue on the following screen(s), touch the ▲ and ▼ keys to move back and forth through the screens. To return to the category selection screen, touch the [OK] key.

D The currently set numerical value is displayed.

E Numerical values can be set by touching the ▼ and ▲ keys.

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KEY OPERATOR PROGRAMS

The key operator programs for the fax function of the machine are explained here.
For key operator programs that are related to the copy function and general use of the machine, see the key operator's guide. For programs related to the printer and network scanner functions, see the corresponding manuals.

NOTE
Settings established with the key operator programs can be verified by printing them out (page 8-11).

OPERATION SETTINGS

- Default display settings
- The number of direct address/sender keys displayed setting
- Must input next address key at broadcast setting
- The number of file name/subject keys displayed setting (when the network scanner option is installed)
- Initial resolution setting
- Scan complete sound setting
- Default exposure settings

Default display settings

You can select the initial display that appears when you press the [IMAGE SEND] key to change to fax mode or when you press the [CA] key in fax mode. Normally the initial display is set to the condition settings screen (page 1-4).

- [ADDRESS BOOK] (ABC)
- [ADDRESS BOOK] (Group)
- [FAX]
- [E-MAIL/FTP] (when the network scanner option is installed)
- [INTERNET-FAX] (when the network scanner option is installed)

When an address book (ABC or Group) is selected, the selected index of that address book screen (page 1-5) is set as the initial screen.
When [SWITCH AUTOMATICALLY TO COPY MODE SCREEN] is selected, the display will automatically switch to the copy mode screen if no action is taken in the fax / image send mode screen for 20 seconds.

The number of direct address/sender keys displayed setting

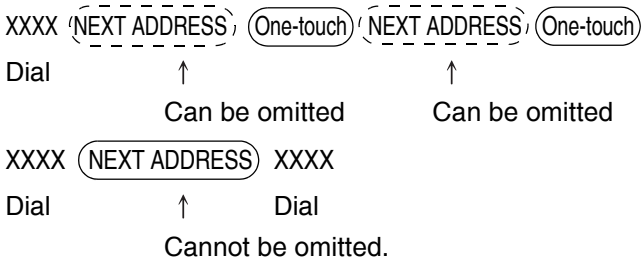
The number of one-touch keys displayed in each address book screen can be changed from 6 (the normal setting) to 8 or 12.
Touch 6, 8, or 12 to select the desired number.
(When the network scanner option is installed, the selections are 6 and 9.)

NOTE
For the key name that appears in each one-touch key, a maximum of 18 characters can appear when the number of one-touch keys displayed is set to 6 or 8. A maximum of 10 characters can appear when the number of one-touch keys displayed is set to 9 or 12.

Must input next address key at broadcast setting

You can select whether the [NEXT ADDRESS] key must be pressed before entering the next destination when performing a broadcast transmission (page 3-2). Normally the machine is set so that touching the [NEXT ADDRESS] key can be omitted except when the numeric keys are used to enter one full fax number after another full fax number.

Example: Normal setting (factory setting)



If the box is checked, it will no longer be possible to omit the [NEXT ADDRESS] key as shown in the above example. Even if the next destination to be entered is a one-touch key, the [NEXT ADDRESS] key must be touched before the one-touch key can be entered. If an operator attempts to enter the next destination without touching the [NEXT ADDRESS] key, an alarm will sound.

The number of file name/subject keys displayed setting (when the network scanner option is installed)

This program is used to select the number of file name / subject keys that are displayed in the screen. The number of keys can be set to 3 or 6.
Touch 3 or 6 to select the desired number.

Initial resolution setting

This program is used to set the initial resolution in fax mode. Touch the [FAX] key and then change the setting from "STANDARD" to "FINE", "SUPER FINE", or "ULTRA FINE". "HALF TONE" can also be selected. "STANDARD" is normally selected for the initial resolution setting.
If you wish to select HALF TONE for the selected resolution setting, touch the [HALF TONE] key to highlight it.
Select [APPLY THE RESOLUTION SET WHEN STORED] to use the resolution setting of a stored fax image when resending the image.

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Scan complete sound setting

You can select whether or not a beep sound is made after an original is scanned on the scanner unit.

Normally a beep sound is made.

You can select "High" or "Low" for the volume of the beep.

Default exposure settings

This program is used to set the default exposure level for scanning originals in fax / image send mode, and for scan save in document filing mode*. This program is initially set to "AUTO". If changed to "MANUAL", the exposure level can be adjusted to five levels. Level 1 is the lightest level and level 5 is the darkest level.

* Can only be used on the AR-M351N/AR-M451N. The AR-M351U/AR-M451U models do not have this function.

FAX SETTINGS

■ Fax default settings

The default fax settings can be changed as necessary to meet your faxing needs.

The "Fax default settings" are as follows:

- Fax own number and name set
- Auto wake up print
- Pause time setting
- Speaker volume settings
- Original print on transaction report
- Remote reception number setting (only when extension phone is connected)
- Transaction report print select setting
- Activity report print select setting
- ECM (This setting is only effective if the other machine is a G3 machine that supports ECM)
- Distinctive ring detection
- Disable of fax number direct entry

Fax own number and name set

Use this setting to enter the fax number of the machine and the name of the user. The entered name and number are printed at the top of each fax page you send. The number is also used as a passcode when performing polling reception (see "USING THE POLLING FUNCTION" on page 3-14).

1 Touch the [NAME] key and enter the name.

The name entry screen appears.

Up to 20 characters can be entered for the name. For information on entering characters, see chapter 7 of the "Operation manual (for general information and copier operation)".

2 Touch the [FAX No.] key and enter the fax number.

Enter up to 20 digits for the number using the numeric keys.

To enter a "+", press the " ✳ " key.

To enter a hyphen, touch the [PAUSE] key. To enter a space, touch the [SPACE] key.

If you make a mistake, press the [C] key and re-enter the correct digit.

NOTE

If a hyphen is entered, it will be changed to a space at the time of transmission.

3 Touch the [OK] key.

You will return to the OWN NUMBER AND NAME SET screen. The number you entered appears. Make sure it is correct.

Auto wake up print

Use this setting to select how the machine responds if a fax is received when the power switch is turned off (the fax power switch is turned on).

Auto wake up print is normally turned on, which means that the machine automatically activates and prints the received fax. If you turn off this setting, received faxes will not be printed until the power switch is turned on.

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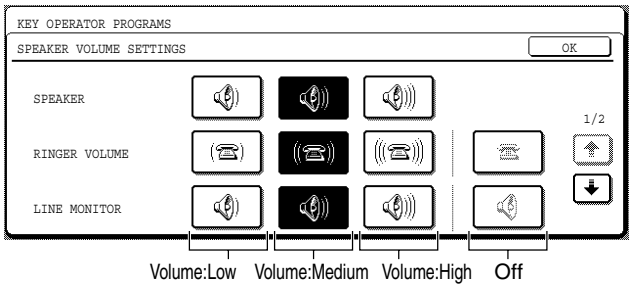
Pause time setting

This setting is used to select the duration of pauses that are inserted in destination fax numbers. Normally the setting is 2 seconds, which means that each time the [PAUSE] key is touched when dialing or storing a fax number, a pause of 2 seconds is inserted.

The pause time can be set to any number of seconds from 1 to 15.

Speaker volume settings

This program is used to adjust the volume of the five following sounds that are emitted from the speaker: 1.speaker, 2. ringer volume, 3. line monitor, 4. fax receive signal, 5. Fax communication error signal.



To change the volume, touch the desired volume key. Factory default setting varies with destinations.

Original print on transaction report

This program is used to have part of the first page of the fax printed on the transaction report . This program is used in conjunction with the transaction report print select setting (at right), and is not effective when printing of the transaction report is disabled.

This program is normally configured so that part of the fax is printed on the transaction report when a transmission is not successful.

Remote reception number setting

(only when extension phone is connected)

When a call is received (not made) on an extension phone connected to the machine, fax reception can be activated by entering a one-digit number and pressing " ✳ " twice on the phone's keypad. This number is called the remote reception number, and you can set it to any number from "0" to "9". The number is normally set to "5".

Transaction report print select setting

This program is used to select the condition for printing a transaction report. The condition is set separately for normal transmission, broadcast transmission, reception, and confidential reception.

SINGLE SENDING	BROADCASTING
PRINT OUT ALL REPORT	PRINT OUT ALL REPORT
PRINT OUT ERROR REPORT ONLY	PRINT OUT ERROR REPORT ONLY
NO PRINTED REPORT	NO PRINTED REPORT

Touch the [↓] key to display the next two settings. Select the print conditions for receptions and confidential receptions

RECEIVING	CONFIDENTIAL RECEPTION
PRINT OUT ALL REPORT	PRINT OUT NOTICE PAGE
PRINT OUT ERROR REPORT ONLY	NOT PRINT OUT NOTICE PAGE
NO PRINTED REPORT	

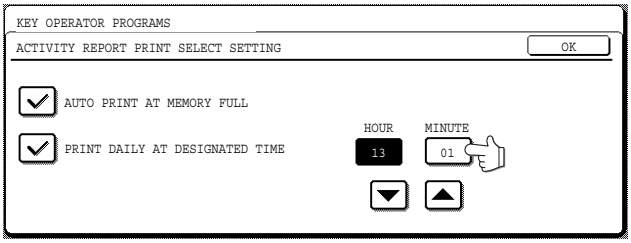
The normal settings are indicated by shading [ ] above.

Activity report print select setting

This program is used to have the activity report stored in the machine's memory printed out at regular intervals.

You can choose to have the report automatically printed each time the number of stored transactions exceeds 99*, or have the report printed at a specified time every day (only once per day). The report is normally set to not print out. Select "AUTO PRINT AT MEMORY FULL" to have the report automatically printed when the number of stored transactions (the combined total of transmissions and receptions) exceeds 99*.

To have the report automatically printed at a specified time, check the "PRINT DAILY AT DESIGNATED TIME" box and then select the time with the "HOUR" and "MINUTE" keys that appear.



Touch the "HOUR" and "MINUTE" keys and then set the hour by touching the [▼] and [▲] keys. Set the minute in the same way. When finished, touch the [OK] key.

NOTES

- If you only select the "PRINT DAILY AT DESIGNATED TIME" setting and the number of recorded transactions exceeds 99* before the specified time, each new transaction will delete the oldest transaction (the oldest transaction will not be printed).
- The activity report can also be printed out on demand (see "PRINTING OUT SETTINGS" on page 8-11).

*AR-M351N/AR-M451N only. On the AR-M351U/ AR-M451U, 50 transactions are retained.

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ECM

(This setting is only effective if the other machine is a G3 machine that supports ECM)

Line conditions can sometimes distort a transmitted fax image. When ECM (Error Correction Mode) is turned on, pages that are distorted are automatically re-transmitted. This setting is initially turned on. If turned off, distorted images will be transmitted without being corrected.

NOTE

If the other machine supports Super G3, ECM will function regardless of the setting.

Distinctive ring detection

This program can only be activated in Canada, Australia, and New Zealand.

If multiple telephone numbers have been assigned to your telephone line, the number called can be identified by its ringing pattern. By using one number for voice calls and another number for faxes, you can tell which type of call you are receiving by the ringing pattern. You can set your machine to automatically receive faxes when your fax number is called by setting the pattern that corresponds to your fax number. (Note that in Canada, six selections are available.) Normally OFF is selected.

Disable of fax number direct entry

When the fax function is enabled, this program is used to prohibit dialing of a destination fax number by direct entry with the numeric keys. To prohibit dialing by direct entry with the numeric keys, touch the checkbox to select it. When this is done, faxes can only be sent to destinations that have been stored, and thus this program can be used to restrict fax destinations and prevent accidental transmission to an incorrect number. The following operations are also prohibited:

- Storing one-touch dial numbers
- Direct entry of fax numbers when storing a group
- Direct entry of fax numbers of relay destinations in a relay broadcast memory box

■ Fax send settings

The fax transmission settings allow you to adjust certain parameters for sending faxes to better suit your needs.

The fax send settings are as follows:

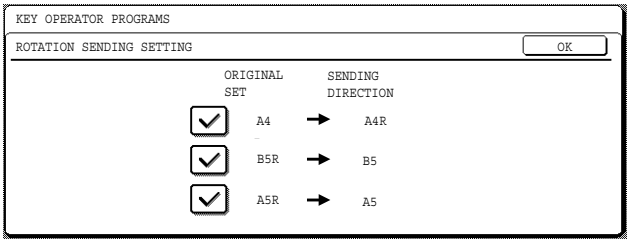
- Auto reduction sending setting
- Rotation sending setting
- Printing page number at receiver
- Call timer at memory sending
- Date/own number print position setting
- Quick on line sending
- Recall in case of line busy
- Recall in case of communication error

Auto reduction sending setting

This setting lets you select whether to have a transmitted document reduced to match the size of the other machine's printing paper. Auto reduction is normally turned on. If the setting is turned off, documents are sent in their original size. Because the size is not adjusted to match the size of the printing paper, part of the received document may be cut off.

Rotation sending setting

When transmitting a document, this setting allows you to rotate a vertically oriented A4 (8-1/2"x11") document to a horizontal orientation (A4R (8-1/2"x11"R)), rotate a B5R (5-1/2"x8-1/2R") document to B5 (5-1/2"x8-1/2"), or rotate a A5R document to A5. The setting is normally turned on, and documents are rotated counterclockwise. (A4R (8-1/2"x11"R) documents are not rotated.)



Rotation settings can be separately established for different document sizes. To turn off a rotation setting, touch the checkbox of the appropriate setting to remove the checkmark.

Printing page number at receiver

This setting lets you select whether page numbers are printed at the top of fax pages by the receiving machine. The normal setting is to have page numbers printed.

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Call timer at memory sending

When sending a fax by automatic transmission (See "Storing transmission jobs (memory transmission)" on page 2-8.), this setting lets you select the amount of time that the machine waits before breaking the connection when the other machine does not respond to your machine's calling tone. If the other machine does not respond within this set time, your machine will automatically break the connection. Time selections are 30 seconds, 45 seconds, and 60 seconds. This setting is normally set to 45 seconds.

Date/own number print position setting

This setting lets you select the position (inside or outside the original image) of the sender's name and number that are printed at the top of each fax page you send. Normally OUTSIDE THE ORIGINAL IMAGE is selected. To have your name and number printed inside the original image, select INSIDE THE ORIGINAL IMAGE. For more detailed information on the position of each setting, refer to "Position of sender's information" on page 3-11.

Quick on line sending

When this setting is turned on, the machine will call the other machine and start transmitting the document as soon as the first page is scanned. Transmission therefore takes place at the same time as any further pages are being scanned. Normally this setting is turned on.

If you turn the setting off, transmission will not begin until all pages of the document have been scanned. Note that this setting does not apply to manual transmission. (See "Storing transmission jobs (memory transmission)" on page 2-8.)

Recall in case of line busy

This program is used to set the number of recall attempts and the interval between recall attempts when a transmission is not successful due to the line being busy or other reason.

Normally the machine is set to make 2 recall attempts at intervals of 3 minutes.

The number of recall attempts and the interval between attempts that can be set in each country are shown in the following table.

Country Differentiation Table

	United Kingdom	Canada	Australia and New Zealand
The number of recall attempts	1 to 10	1 to 14	1 to 9
The interval between attempts	any number of minutes from 1 to 15		

If you do not wish recalling to take place, select [TURN OFF RECALL].

NOTE

Even if this setting is turned on, your machine will not re-attempt the call when a document is sent by manual transmission.

Recall in case of communication error

When sending a document, this setting is used to select whether your machine will re-attempt the call if the transmission fails due to a line error.

Normally the machine is set to make 1 recall attempts at intervals of 3 minutes*1.

The number of recall attempts can be set to only 1 time*2, and the interval between attempts can be set to any number of minutes from 1 to 15. If you do not wish recalling to take place, select [TURN OFF RECALL].

*1. Note that in United Kingdom, the interval between attempts can be set to 1 minute.

*2. Note that in United Kingdom, the number of recall attempts can be set to any number 1 to 5.

NOTE

Even if this setting is turned on, your machine will not re-attempt the call when a document is sent by manual transmission.

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■ Fax receive settings

The fax reception settings allow you to adjust certain parameters for receiving faxes to better suit your needs. Settings that can be adjusted depend on the peripheral devices installed.

The "Fax receive settings" are as follows:

- Auto receive reduce setting
- Number of calls in auto reception
- Duplex reception setting (only when the duplex module option is installed)
- Print style setting
- Set the telephone number for data forwarding
- Fax output tray setting
- Anti junk fax setting

Auto receive reduce setting

When you receive a fax that includes the sender's name and number, the received image is slightly larger than the standard size*. This setting lets you select whether or not the received image is automatically reduced before printing to fit the standard size. Normally automatic reduction is turned on.

NOTE

If auto receive reduce is disabled, an image larger than the standard size will be cut off. However, the image is clearer because it is printed at the same size as the original.

* Standard sizes are sizes such as A4 and B5 (8-1/2"x11" and 8-1/2"x5-1/2").

Number of calls in auto reception

This setting is used to select the number of rings on which the machine automatically receives a call and begins fax reception when the reception mode is set to auto. (See "RECEIVING A FAX" on page 2-10.) Normally this setting is selected to "2".

The number of rings that can be set in each country are shown in the following table.

Country Differentiation Table

United Kingdom	Canada	Australia and New Zealand
0 to 9	0 to 15	2 to 4

NOTE

If you select "0" for the number of rings, the machine will immediately answer and begin fax reception without ringing in auto reception mode.

However, do not select "0" when an extension phone is connected to the machine.

When "0" is selected, the extension phone cannot be used to make a call.

Duplex reception setting

(only when the duplex module option is installed)

You can use this setting to select whether received documents are printed on both sides of the paper. Normally this setting is turned off. If turned on, received documents will be printed on both sides of the paper whenever the received document consists of two or more pages of the same paper size.

Print style setting

This setting determines the selection condition for paper when printing received documents. Select one of the three conditions below. AUTO SIZE SELECT is normally selected.

- PRINT ACTUAL SIZE CUT OFF DISABLED
  The received fax image is printed at its actual size (without dividing it onto multiple sheets of paper). If the same size of paper or larger paper is not loaded, the fax will be received in memory and will not be printed until a suitable size of paper is loaded.
- PRINT ACTUAL SIZE CUT OFF ENABLED
  Each received image is printed at actual size. If necessary, the image is split onto multiple sheets of paper.
- AUTO SIZE SELECT
  Each received image is printed at actual size when possible. When not possible, the image is automatically reduced before printing.

Set the telephone number for data forwarding

When a problem prevents the machine from printing a received fax, the transfer function (page 3-18) can be used to forward the received fax to another fax machine. Use this setting to program the fax number of the destination fax machine. Only one fax number can be programmed (maximum of 64 digits).

If you wish to specify an F-code confidential memory box in the destination machine, touch the [SUB ADDRESS] key after entering the fax number to enter a slash "/", and then enter the sub-address. Enter a passcode as well if needed. (See steps 9 to 12 of "STORING ONE-TOUCH DIAL KEYS" on page 6-3 to 6-4.)

Fax output tray setting

This setting is used to select the output tray for received faxes. The trays that can be selected will vary depending on what peripheral devices have been installed.

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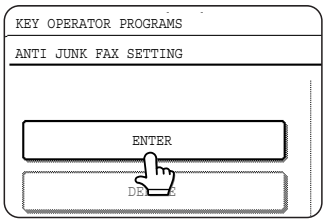
Anti junk fax setting

This program is used to enter fax numbers from which you wish to block fax reception. Up to 50 (maximum of 30 on the AR-M351N/AR-M451N/AR-M351U/AR-M451U) numbers can be entered.
This program is normally disabled.
To block reception from the entered fax numbers, touch the [VALID] key.

Entering anti junk fax numbers

1 Touch the [ENTER] key.

The passcode entry screen appears.



2 Enter the fax number with the numeric keys.

Up to 20 digits can be entered.
When you have finished entering the number, touch the [NEXT] key to store the number. A new number entry screen will appear. Enter the next number with the numeric keys.

3 Touch the [OK] key.

Deleting an anti junk fax number

1 Touch the [DELETE] key.

The deletion screen will appear.

2 Touch the number key that you wish to delete.

A message will appear. Touch the [YES] key to delete the number.
To cancel the deletion, touch the [NO] key.

■ Fax polling security

These settings are for using the Public Box for polling memory. Note that they do not apply to F-code polling memory. (see "USING THE POLLING FUNCTION" on page 3-14)
The "Fax polling security" are as follows:

- Polling security setting
- Passcode number setting

Polling security setting

When performing polling memory (See "polling security" on page 3-16), this setting is used to select whether any machine will be allowed to poll your machine, or only machines that have been programmed in your machine. Polling security setting is normally turned on (a checkmark appears in the box).
To allow any machine to poll your machine, touch the box to remove the checkmark.

NOTE

If polling security setting is enabled, enter the numbers of the fax machines to be allowed to poll your machine in "Passcode number setting" below.

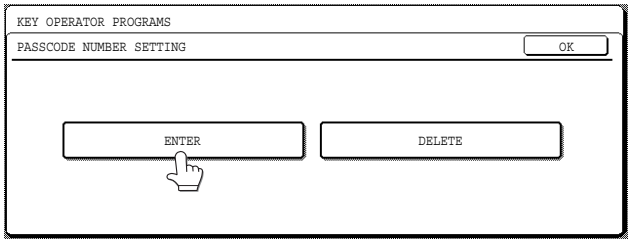
Passcode number setting

When the polling security setting is turned on, use this setting to program (or delete) the fax numbers of the machines that are allowed to poll your machine. Programmed fax numbers are called passcodes. Up to 10 fax numbers can be programmed.

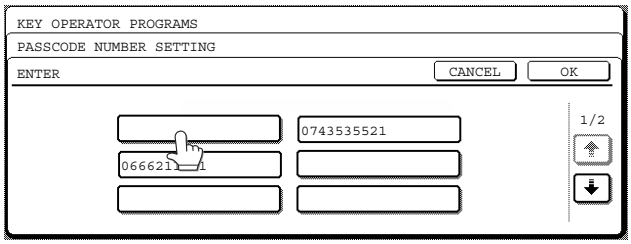
Programming passcode numbers

1 Touch the [ENTER] key.

The passcode entry screen appears.



2 Touch a blank key (a key in which no number appears).



Keys with numbers cannot be touched.

If numbers have been stored in all of the keys, a message will appear and no further numbers can be stored. First delete a number that is no longer needed and then store the new number.

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3 Press the numeric keys to store the fax number.

Up to 20 digits can be entered.
To enter a "+", press the " ✱ " key.
To enter a hyphen, touch the [PAUSE] key. To enter a space, touch the [SPACE] key.
If you make a mistake, press the [C] key and re-enter the correct digit.

4 Touch the [OK] key.

You will return to the screen of step 2 and the stored fax number will appear. To store another number, repeat steps 2 through 4.

Deleting a passcode

1 Touch the [DELETE] key.

The passcode delete screen appears.

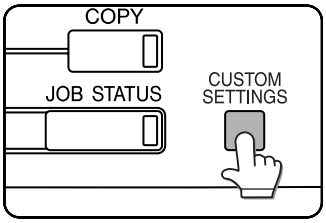
2 Touch the key of the number you wish to delete.

Touch the [YES] key in the message that appears to delete the number. If you touch the [NO] key, you will return to the passcode delete screen without deleting the number.

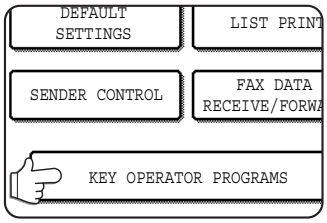
PRINTING OUT SETTINGS

Settings established with the key operator programs can be verified by printing them out.

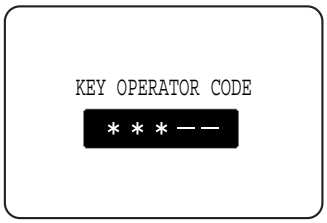
1 Press the [CUSTOM SETTINGS] key.



2 Touch the [KEY OPERATOR PROGRAMS] key.

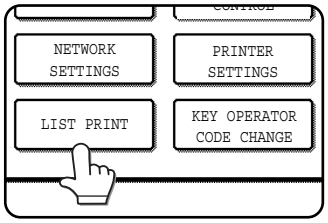


3 Use the numeric keys to enter the five-digit key operator code number.

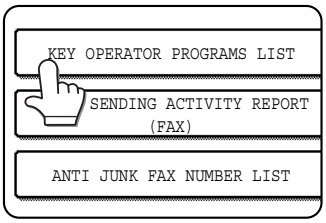


For the factory default setting for the key operator code number, see page 2 of the key operator's guide.

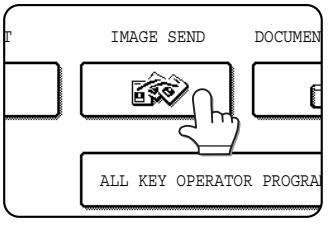
4 Touch the [LIST PRINT] key.



5 Touch the [KEY OPERATOR PROGRAMS LIST] key.



6 Touch the [IMAGE SEND] key.



"KEY OPERATOR PROGRAMS LIST PROCESSING PRINT DATA." appears in the message screen and printing begins.
To cancel printing, touch the [CANCEL] key.

NOTES

- The list is printed before other jobs waiting to be printed.
- In the screen of step 5, you can touch the [IMAGE SENDING ACTIVITY REPORT (FAX)] key to print an activity report (transmissions and receptions). Print this list when you wish to check the activity record. (see "Activity report print select setting" on page 8-6)

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CHAPTER 9

APPENDIX

This chapter contains reference information regarding the fax features of the machine.

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SPECIFICATIONS

For information on power requirements, power consumption, dimensions, weight, and other specifications that are common to all features of the machine, refer to page 8-2 of "Operation manual (for general information and copier operation)".

Applicable telephone line	Public switched telephone network
Compression method	MH, MR, MMR, JBIG
Transmission modes	Super G3, G3 (the machine can only send faxes to and receive faxes from machines that support G3 or Super G3)
Scanning method	CCD flatbed scanning
Scanning resolution (Supports ITU-T standards)	8 x 3.85 lines/mm (Standard) 8 x 7.7 lines/mm (Fine, Fine-Halftone) 8 x 15.4 lines/mm (Super Fine, Super Fine - Halftone) 16 x 15.4 lines/mm (Ultra Fine, Ultra Fine - Halftone)
Printing method	Electrophotographic system (laser)
Transmission speed	33.6 kbps 2.4 kbps Automatic fallback
Transmission time *1	2 seconds (Super G3 mode / 33.6 kbps, JBIG), 6 seconds (G3 ECM mode / 14.4 kbps, MMR)
Paper sizes	A3, B4, A4, B5, A5, 11"x17" to 5-1/2"x8-1/2"
Effective print width	293 mm max. (A3 printing) or 11.5" max. (11"x17" printing)
Input document size	A3 to A5 or 11"x17" to 5-1/2"x8-1/2" (A5 or 5-1/2"x8-1/2": Vertically-oriented feeding); Maximum length: 800 mm or 31-1/2" (using Automatic document feeder) Refer to "Image rotation" page 2-8 for transmission of A5 (5-1/2"x8-1/2") size documents.
Effective scanning width	297 mm (11.7") maximum
Halftone transmission	Yes (256 levels)
Contrast adjustment	Automatic (5 levels by manual adjustment)
Extension telephone connection	Possible (1 telephone)
Auto dialing	Combined total of 999 (maximum of 500 on the AR-M351U/AR-M451U) one-touch and group keys, redialing (automatic)
Timer transmission	Yes
Program function	Yes (8 programs)
F-code support	Yes (can transmit and receive SUB/SEP (sub-address) and SID/PWD (passcode) signals)
Image memory	2 MB *2
Error Correction Mode (ECM)	Yes

*1 Transmission speed is for an A4 or 8-1/2"x11" document with approximately 700 characters at standard resolution (8x3.85 lines/mm) sent in high speed mode (33.6 kbps (JBIG) or 14.4 kbps (MMR)). This is only the time required to transmit the image information; the time required to send protocol signals is not included. Actual transmission times will vary depending on the contents of the document, the receiving machine type, and telephone line conditions.

*2 Image memory can be expanded by installing the optional fax expansion memory (AR-MM9).

Some discrepancies may exist in the illustrations and content due to improvements to the machine.

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